

**MAJOR FUNCTIONS**

This is part-time paid and unpaid internship opportunities for a period from two semesters up to one year assisting a supervisor in the performance of a variety of administrative and or technical duties. The intern works under immediate supervision and receives on-the-job training in the city government field to which the position is assigned. Work is reviewed through conferences, reports and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

This position will be assigned various administrative and or technical duties in the field to which the position is assigned. Duties may include but are not limited to: compiles and analyzes data for administrative decisions; assists in the preparation and maintenance of statistical records; assists higher-level personnel in preparing special projects, studies and conducting research; prepares reports, forms and correspondence; collects and tests samples; GIS data entry, creates and or maintains CAD drawings; performs as a production assistance; and performs related work as required.

**Other Important Duties**

None

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the principles and practices of office management, record keeping, statistical and fiscal processing. Knowledge of basic mathematics and accounting. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to follow oral and written instructions. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Must be enrolled as a student at a college or university and have completed at least 45 semester hours of course work.

**Technical School (Lively)**

Must be enrolled as a student at Lively Technical Center and have completed at least half of required course hours.

**Necessary Specialist Requirements**

At the time of application applicants must be authorized to work in the United States and must have a cumulative grade point average of 2.75 or above.

Established: 11-05-18  
02-07-22