

STUDENT INTERN

GENERAL STATEMENT OF DUTIES: Performs special training projects while on assignments to one of the various municipal departments for varying periods of time; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, student interns undertake a variety of special projects of an administrative nature. Projects carried out by this position are not part of the regular routine of the department but are projects of an in-training service nature designed to provide maximum exposure to municipal departments, operations and officials. The position is permitted considerable leeway as to methods employed and project selection with department heads and deputies available for help and guidance. A student intern may be used for various research projects. Supervision is not a responsibility for this position. The term of this appointment is limited to one (1) year.

EXAMPLES OF WORK: (Illustrative Only)

Specific duties will vary with each position assignment and according to the department to which assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public administration; good knowledge of the municipal government organization; ability to communicate effectively with people and to secure the cooperation; ability to carry out project assignments of a broadly defined nature requiring a high degree of initiative; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and current enrollment in a recognized college or university course of study.

SPECIAL NOTE: Continued enrollment in a recognized college or university is required for continued employment in this title.