

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS101340
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Information Technology Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005476	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005454 Administrative Assistant 3
<input type="checkbox"/> Permanent <input type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> Unclassified If FLSA Exempt, exemption type:		Bargaining Unit	
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 a.m. TO: 5:00 p.m. **(Schedule is flexible depending on interns school schedule.)**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
90	Assists Information Technology Services (ITS) and Digital Government (DG) units with various duties related to the administration of ITS, the Ohio Business Gateway, and Ohio portal & web hosting services, including: making website updates using content management software; tracking helpdesk tickets/issues; managing IT equipment inventory and controls (e.g. PCs, printers, laptops, smart phones); documenting installation of desktop software; preparing documents using Microsoft Office desktop software (e.g. Word, Excel, Power Point); researching IT solutions and associated costs; drafting internal office procedures; scheduling meetings, preparing agendas, and taking meeting notes; responding to incoming calls and correspondence (via phone, fax, and/or email), as well as identifying and engaging appropriate state resources to provide further assistance; tracking vendor contracts, invoices, and timesheets; managing the configuration and delivery of the units' services; supporting partner agencies and their use of the units' services	Knowledge of (1) information technology, business administration, public policy or related field;(2) computer &/or network hardware, software, operating systems, & procedures (3) operation of microcomputers & peripheral equipment; Skill in (4) operation of a personal computer & associated software (e.g., MS Word, Excel, Power Point). Ability to (5) pay attention to detail; (6) carry out instructions in written, oral or picture form; (7) file & maintain records accurately; (8) apply principles to solve practical, everyday problems; (9) deal with problems involving several variables in familiar context; (10) interpret a variety of technical material in books, manuals & audiovisual form; (11) communicate orally on technical & non-technical matters; (12) use proper research methods in gathering data.
10	Assist other ASD/ITS and OIT Digital Government management staff when necessary with day-to-day administrative duties.	Knowledge of 1, 2, 3. Skill in 4. Ability to 5, 6, 7, 8, 9, 10, 11, 12
Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code.		Major Course of Study: Business Administration, Public Policy, Political Science, Economics, Accounting or related fields.

JOB TITLE
College Intern

JOB CODE
99940

APD 6-15-10 ues

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6-8-10
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