# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Office of Information Technology | ISD/ITS/Endpoint | Franklin |

POSITION NUMBER 20005494

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

☐ Permanent
☒ Temporary
☐ Intermittent

☐ Classified
☒ Unclassified

Overtime: ☒ Eligible ☐ Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 22
N/A
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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 |
|---|---|---|
| 70 | Responsibilities include supporting the Office of Information Technology (OIT)/Information Technology Services (ITS) team in troubleshooting networks, workstations, printers & other devices for hardware/software & networked/client applications; assists in installation & testing of networked & stand alone hardware/software; copies desktop images to workstation using duplication software; moves networked & stand alone hardware/software; receives & logs help desk customer support calls. | Knowledge of (1) networks workstations, printers & related devices; (2) hardware/software & networked/client applications; (3) computer science; (4) human relations. Skill in (5) operation of a personal computer & peripherals; (6) hardware & software installation. Ability to (7) define problems, collect date, establish facts, draw valid conclusions & initiate solutions; (8) interpret extensive variety of technical material in books, journals & manuals; (9) apply principles to solve practical, everyday problems; (10) handle inquiries from & contacts with officials & general public. |
| 30 | Collects & maintains inventory records in Desktop Services database; labels workstations, printers & other hardware devices. | Knowledge of 1, 2, 3, (11) inventory control practices & principles. Skill in 5. Ability to 7, 9, and 10. |
| | Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code. | **Major Area of Study: Computer Science** |

JOB TITLE College Intern

JOB CODE 99940 ARD 7-10-15 UP

SOD 6/15/15

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 6-17-15