

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Office of Training & Development

POSITION NUMBER  
20005933

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005924 (26000.0) Human Resources Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m. (may vary based on availability)

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Under direction of the Department of Administrative Services (DAS), Human Resources Division (HRD), Office of Training & Development (T&D) Administrator; assists with coordination & delivery of department training programs (i.e. Project Management, Professional Administrative Support Services, Ohio Certified Public Manager Program); proofreads & prepares/formats written curriculum in manner consistent with HRD branding efforts, proofreads and types/prepares presentation materials for use in classes; travels with program managers to various training sites to assist with room set-up/tear-down & on-site technical issues.	Knowledge of: (1) human resources; (2) training & organizational development; (3) office practices & procedures; (4) agency policies & procedures*, (5) research & analysis techniques. Skill in: (6) use of personal computer and related hardware/software (e.g. Internet Explorer, Microsoft Word, Excel, Access, PowerPoint, Outlook). Ability to: (7) deal with a variety of variables in somewhat unfamiliar context; (8) add, subtract, multiply, and divide whole numbers; (9) maintain accurate records; (10) gather, collate & classify information about data, people, or things.
25	Provides general assistance & routine clerical support to T&D staff; assists in entering, editing & maintaining student & class registration information contained in web-based databases & electronic spreadsheets; documents & maintains confidential &/or sensitive information; compiles materials; coordinates printing requests, records &/or types up meeting minutes in a timely manner for dissemination to program managers & staff; researches topics for discussion as needed & collects information for presentations; maintains electronic & hard copy files, updating as necessary; writes, edits, & proofreads daily correspondence & other written work to produce error-free products; copies files & other documents; scans documents & files for electronic use; researches training topics; prepares recommendations from research; develops segments of training programs under direction of program managers.  <b>Position is unclassified per section 124.11 (A)(12) of Ohio Revised Code.</b>	Knowledge of: 1, 2, 3, 4*, 5 Skill in: 6. Ability to: 7, 8, 9, 10.  *developed after employment

JOB CODE TITLE  
College Intern

JOB CODE  
99940

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]*

07/16/08

APD 723-08

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Human Resources Division
	UNIT OR OFFICE Office of Training & Development

POSITION NUMBER 20005933	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
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	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
10	Acts as backup : opens, time-stamps, sorts & distributes incoming mail; creates, organizes & maintains files; answers telephone & routes calls to appropriate party; types address labels & envelopes for mass mailings; schedules meetings & appointments; performs other miscellaneous duties as assigned; attends meetings; schedules equipment maintenance (e.g. photocopier, fax machine); responds to basic inquiries from state agencies & general public.	Knowledge of: 3, 4*, 5. Skill in: 6. Ability to: 7, 8, 9, 10.		
Position is unclassified per section 124.11 (A)(12) of Ohio Revised Code.		Position may require travel. *developed after employment		
List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 07/16/08		

APD 7-23-08

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