POSITION DESCRIPTION

AGENCY/DEPT ID		
DAS500000		
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OIT/ESS/OAKS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006406

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
College Intern	SEE TABLE OF ORGANIZATION

☐ Permanent ☒ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR N/A Page 1 of 1

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 TITLE College Intern

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
85	Assists OAKS with various duties related to Organizational Change Management (OCM), including: writing / reviewing conversations, assisting in business process workshops, agency readiness preparedness, agency follow-up, defining training needs, training development, training delivery, creation and maintenance of training data.	**Knowledge of** (1) information technology, business administration, public policy or related field; **Skill in** (2) verbal / written communication skills, (3) operation of a personal computer & associated software (e.g., MS Word, Excel, Power Point). **Ability to** (4) pay attention to detail; (5) carry out instructions in written, oral or picture form; (6) apply principles to solve practical, everyday problems; (7) deal with problems involving several variables in familiar context; (8) interpret a variety of technical material in books, manuals & audiovisual form; (9) communicate orally on technical & non-technical matters; (10) use proper research methods in gathering data.
15	Assist with other day to day activities, including: scheduling meetings, preparing agendas, and taking meeting notes; providing project support for enterprise system projects.	**Knowledge of** 1. **Skill in** 2, 3, 4, 5, 6, 7, 8, 9, 10. **Ability to** 2, 3, 4, 5, 6, 7, 8, 9, 10.
	Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code.	

JOB CODE 99940

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Dover Mehta	03/7/16