

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 20006529 JOB TITLE College Intern JOB CODE 99940 APD 6/1/15	<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 SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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 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.			
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>[Signature]</i>	5/19/15	