

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS101340

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
IGD/Project Success Center

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006621

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
PR - 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 intern's school schedule.)**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
100	<p>Under direction of the manager of Project Success Center, supports the Office of Information Technology Project Success Center (PSC) staff and business processes by: tracking use of contract resources against planned time and expense; producing consolidated status reports; administering and providing support for project management tools (such as MS SharePoint and AtTask); producing meeting agendas and minutes and tracking completion of action items; escalating issues and risks to PSC management; scheduling meetings; assisting project managers with projects and other duties as assigned.</p> <p>Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code.</p>	<p>Knowledge of (1) business administration concepts; (2) human relations; (3) project management life cycle methodologies*; (4) computer hardware & software*; (5) time management; (6) budgeting*; (7) office automation software (e.g., MS Office suite); (8) contract management processes & practices*; (9) state procurement processes*;</p> <p>Skill in (10) operation of personal computer & associated hardware & software; (11) use of project planning software (e.g., MS Project, AtTask)*;</p> <p>Ability to (12) manage multiple demands or tasks on projects; (13) apply principles to solve practical, everyday problems; (14) handle inquiries from & contacts with officials & general public.</p> <p>*developed after employment</p> <p>Major Area of Study: Business Administration, Computer Science, Project Management</p>

JOB TITLE
College Intern

JOB CODE *APD 10-91203*
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

9/17
2012