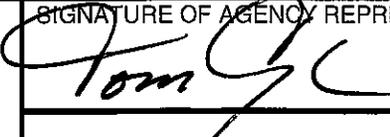


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IGD/Project Success Center	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006621           JOB TITLE College Intern           JOB CODE 99940 ADD 7/1/16 VRS	<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. <b>(Schedule is flexible depending on intern's school schedule.)</b>			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	100	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.	<b>Knowledge of</b> (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*; <b>Skill in</b> (10) operation of personal computer & associated hardware & software; (11) use of project planning software (e.g., MS Project, AtTask)*; <b>Ability to</b> (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.	
		Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code.	*developed after employment  <b>Major Area of Study:</b> Business Administration, Computer Science, Project Management	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/15/16 <sup>520</sup> <sub>20/16</sub>