

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501230
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Application & IT Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 200066663 JOB TITLE College Intern JOB CODE 99940 APR 11-7-13	<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	
	80	Under direction from Office of Information Technology (OIT), Application & IT Management, assists with: contributing to the success of projects that support and enhance Ohio.gov, the Ohio Business Gateway and other enterprise-level systems; conducting research and analysis; preparing documents using Microsoft Office desktop software (e.g., Word, Excel, PowerPoint); making project recommendations; interacting with project stakeholders; keeping up-to-date on government IT trends and making recommendations to the strategic planning process; making website updates using content management software; responding to inquiries and assisting constituents with finding resources on the web; identifying and engaging appropriate state resources to provide further assistance.	Knowledge of (1) information technology, public policy or related field; Skill in (2) operation of a personal computer & associated software (e.g., MS Word, Excel, PowerPoint); (3) research and analysis; Ability to (4) define problems, collect data, establish facts, and draw valid conclusions; (5) carry out a variety of instructions in written or oral form; (6) interpret variety of technical material in books, manuals & audiovisual form; (7) deal with many variables & determine specific action; (8) communicate verbally on technical & non-technical matters.	
	20	Perform variety of related clerical & information technology tasks as required (e.g., assists in compiling information for reports, performs follow-up calls when necessary, etc.). Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code.	Knowledge of 1. Skill in 2, 3. Ability to 4-8.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			<i>[Signature]</i>	SP 10-27-13