

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS105270
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20071798	<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 OAKS CI Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005523 Project Manager 1	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 98 Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report-in location subject to change.				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
60	Under direction of OAKS DAS FIN Program Manager, assist with module support for OAKS modules (AM, ePro, PO, eSS): creates & maintains projects & associated records in system; maintains company business process records such as organizations, departments, properties & facilities in system; sets-up & maintains vendors, organization vendors & project vendors in system; provides help desk assistance to users as assigned.		Knowledge of (1) customer service; (2) agency policies & procedures*; (3) business administration. Skill in (4) operation of personal computer & related hardware & software (e.g., MS Word, Excel, PowerPoint, Outlook, Internet Explorer, Visio, PeopleSoft Enterprise Applications*); (5) operation of audio equipment & presentation software (e.g., LCD projector, laptop computer). Ability to (6) deal with problems involving several variables within familiar context; (7) sort items into categories according to established methods; (8) understand basic technical material related to computer software; (9) communicate clearly & effectively; (10) interact with individuals at various educational levels.	
40	Assists OAKS DAS FIN staff in administrative support functions: conducts user acceptance testing; maintains office supplies; manages training file systems; prepares & maintains help files & job aids; develops user defined reports; other duties as assigned.		Knowledge of (1), (2), and (3) Skill in (4), (5) Ability to (6), (7), (8), (9), (10), and (11) prepare meaningful, concise & accurate reports.	
*developed after employment				
JOB CODE TITLE College Intern	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 99940			DATE 6.1.11	

April 5-26-11