100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105270

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Business Operations	Franklin

POSITION NUMBER 20071798

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
OAKS CI Intern	20073295 Project Manager 1

☐ Permanent ☐ Classified
☒ Temporary ☒ Unclassified
☐ Intermittent ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 98

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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 CODE TITLE College Intern

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

Appl 6·28·11

JOB CODE 99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven

DATE: 6-28-11