

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Administrative Services DAS101320
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Information Technology Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER XXXXXXXXXX  JOB TITLE College Intern  JOB CODE 99940 ADDITIONAL 5-12-09	<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 20006575 Administrative Staff
	<input type="checkbox"/> Permanent <input type="checkbox"/> Classified                    Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit  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
70	Under direction of Administrative Staff, supports customer of Desktop Services at Department of Administrative Services (DAS); assists Desktop Services Network Administrators in troubleshooting networks, workstations, printers & other devices for hardware/software & networked/client applications; assists in installation & testing of networked & stand alone hardware/software; copies desktop images to workstation using duplication software; moves networked & stand alone hardware/software; receives & logs help desk customer support calls.	Knowledge of (1) networks workstations, printers & related devices; (2) hardware/software & networked/client applications; (3) computer science; (4) human relations. Skill in (5) operation of a personal computer & peripherals; (6) hardware & software installation. Ability to (7) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (8) interpret extensive variety of technical material in books, journals & manuals; (9) apply principles to solve practical, everyday problems; (10) handle inquiries from & contacts with officials & general public.
30	Under direction of Administrative Staff; collects & maintains inventory records in Desktop Services database; labels workstations, printers & other hardware devices.	Knowledge of 1, 2, 3, (11) inventory control practices & principles. Skill in 5. Ability to 7, 9, and 10.
Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code.		Major Area of Study: Computer Science

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5-12-09
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