

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Investment & Governance Division

UNIT OR OFFICE  
IT Law and Policy Program

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
College Intern

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR  
20006619 (60304.0) Information Technology Consultant 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
Variable depending on school schedule

### JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Assists Information Technology Law & Policy program with various projects: conducts research; compiles data; assists with organization of office research; performs project tracking using MS Project software*; develops PowerPoint* presentations for unit meetings; researches & writes white papers covering information technology (IT) law & management & various facets of IT as requested.	Knowledge of (1) information technology or related field; (2) computer &/or network hardware, software, operating systems, & procedures; Skill in (3) operation of microcomputers & peripheral equipment; (4) use of Office Suite software (e.g., MS Office, MS Project*, PowerPoint*); Ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) interpret a variety of instructions in written or oral form; (7) interpret a variety of technical material in books, manuals & audiovisual form; (8) deal with many variables & determine specific actions; (9) organize information from a variety of sources into clear, concise, accurate & meaningful summaries; (10) communicate orally on technical & non-technical matters; (11) communicate in writing on technical & non-technical matters; (12) use proper research methods in gathering data.
30	Assists Information Technology Law & Policy program staff: convenes meetings, takes meeting notes, assists with meeting registrations & attendance; performs variety of related clerical tasks (e.g., filing, copying, preparing correspondence).  Position is in unclassified service per Section 124.11(A)(12) of Ohio Revised Code.	Knowledge of: 1, 2 Skill in: 3, 4 Ability to: 5, 6, 7, 8, 9, 10, 12  Preferred major area of study: Public Administration, Business Administration, or Pre-Law, Law with Information Technology focus.  * developed after employment

POSITION NUMBER  
20073069

JOB CODE TITLE  
College Intern

JOB CODE  
99940

List Position Numbers & Class Titles of positions directly supervised:

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

5-17-07

April 6-5-07 CB