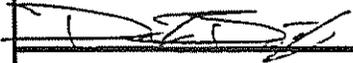


POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OIT/ESS/OAKS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20077072 JOB TITLE College Intern JOB CODE 99940 <i>ADD 6/15/15</i>	<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	
	85	Assists Ohio Administrative Knowledge Systems (OAKS) with various duties related to the operations and administration of OAKS, including: assist with On and Off-boarding of contractors; assist with Telecommunications requests; assist with SharePoint administration; assist with hardware / software documentation and tracking; monitor group email boxes, request and tracking helpdesk tickets/issues; assistance with vendor management (i.e. providing metrics, dashboards and reports for OAKS Management); preparing documents using Microsoft Office desktop software (e.g. Word, Excel, Power Point, Visio); record retention; maintain distribution lists; drafting internal office procedures; scheduling meetings, preparing agendas, set-up meeting rooms, and taking meeting notes/minutes; responding to incoming calls and correspondence (via email, phone, and/or fax), as well as identifying and engaging appropriate state resources to provide further assistance; tracking vendor contracts, contract change requests, deliverables, invoices, and timesheets; assist with special projects such as an office relocation.	Knowledge of (1) information technology, business administration, public policy or related field; (2) computer &/or network hardware, software, operating systems, & procedures. Skill in (3) operation of a personal computer & associated software (e.g., MS Word, Excel, Power Point, Visio). Ability to (4) pay attention to detail; (5) carry out instructions in written, oral or picture form; (6) file & maintain records accurately; (7) apply principles to solve practical, everyday problems; (8) deal with problems involving several variables in familiar context; (9) interpret a variety of technical material in books, manuals & audiovisual form; (10) communicate orally on technical & non-technical matters; (11) use proper research methods in gathering data.	
	15	Assist OAKS Operations staff when necessary with day-to-day administrative duties.	Knowledge of 1, 2 Skill in 3. Ability to 4, 5, 6, 7, 8, 9, 10, 11	
	Position is unclassified per Section 124.11(A)(9) of Ohio Revised Code.		Major Course(s) of Study: Information Technology, Business Administration, Public Policy, Political Science, Economics, Accounting or related fields.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE <i>5/19/15</i>
			<i>5/15/15</i>	