

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE GIMS Office/9-1-1 Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20092183  JOB CODE TITLE COLLEGE INTERN  JOB CODE 99940 ADD 2-17-16 <i>UAG</i>	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input 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 <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 22 PR N/A Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
85	This position is responsible for the: <ul style="list-style-type: none"> <li>- Review and demonstrate an understanding of how 9-1-1 works in Ohio, especially Public Safety Answering Point (PSAP) operations.</li> <li>- Development of an education program/presentation targeting appropriate grade levels from kindergarten through fourth grade to include:             <ul style="list-style-type: none"> <li>o Audio-Visual aids</li> <li>o Educational activity materials</li> <li>o Presentation outline</li> <li>o Take-home material</li> </ul> </li> <li>- The program/presentations which will be designed to be easily adaptable for use by teachers, firefighters, EMTs, dispatchers and law enforcement officers.</li> </ul>	<b>Knowledge of</b> (1) agency rules & procedures*. <b>Skill in</b> (1) operation of personal computer and associated hardware/software. <b>Ability to</b> (2) work independently; (3) research and analysis material; (4) develop educational material; present program materials and content; (5) accept feedback as needed; (6) identify proper age groups for course material; (7) get along well with others; (8) define problems, collect data, establish facts, draw valid conclusions and initiate solutions; (9) communicate effectively with internal staff and general public both orally and in writing.		
10	<u><b>Work Product</b></u> <ul style="list-style-type: none"> <li>- At the end of the internship period (Prior to Fall Semester), a comprehensive package for use at schools throughout Ohio will be completed.</li> </ul>	<u><b>REQUIREMENT:</b></u> Must have completed sophomore year in appropriate education program, and be considered a junior or senior at the time of the internship assignment.		
5	Perform other job duties as assigned in assisting the office staff.			
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			1/26/16	