

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance Division

UNIT OR OFFICE
Assistant Deputy Director

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
60004.0 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
Various up to 39 hrs/week depending on class schedule

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Assists Assistant Deputy Director and other staff members with special projects and meetings: assists in scheduling meetings; attends group meetings & serves as scribe; assists in preparing PowerPoint presentations; assists in creating, editing & distributing meeting materials.	Knowledge of (1) office practices & procedures; (2) English grammar; (3) proof-reading & editing written material; Skill in (4) use of MS Office (e.g., Word, Excel, PowerPoint) (5) MS Exchange; Ability to (6) capture & transcribe meeting minutes; (7) prepare creative presentations for meetings.
30	Performs some information technology (IT) related tasks: assists &/or performs updates to applications (e.g., Share Point Portal, Project Server, & Portfolio Manager)*; assists with &/or administers user-id accounts; conducts IT related research from such sources as state agencies, other government entities, Gartner, Caucus & Internet; assists &/or compiles research & documents findings; assists &/or prepares reports & presentations.	Knowledge of 1, 2, 3 Skill in 4, (8) utilizing Internet research resources Ability to 7; (9) prepare concise, accurate reports. <u>Major Areas of Study:</u> Public/Business Administration, Communication, Computer Science *developed after employment

Position is in unclassified service per 124.11(A)(12) of Ohio Revised Code.

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7-27-06

POSITION CONTROL NUMBER
60003.0

CLASS TITLE
College Intern

CLASS NUMBER
99940

App'd 8-3-06 CB