

INTERN (COLLEGE)

DISTINGUISHING FEATURES OF THE CLASS: An Intern (College) works under direct supervision, undertaking a variety of special projects. Projects carried out by persons in this position are not part of the regular routine of the department but are projects of an in-service training nature designed to provide maximum exposure to experience in a designated field. The position is permitted considerable leeway as to methods employed, with the department head or designee available for help and guidance. An Intern (College) may be used for various research projects. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIIVITIES:

Specific duties will vary with each position assignment and according to the department to which assigned.

FULL PERFORMANDE KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of public administration;
Working knowledge of a municipal government organization;
Ability to communicate effectively with people and to secure the cooperation;
Ability to carry out project assignments of a broadly defined nature requiring a high degree of initiative;
Good judgment; courtesy; tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and current enrollment in regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR
- B) Must have graduated from a regionally accredited college or university within the last three months.

Special Note: Continued enrollment in a college or university is required for continued employment under this title. If qualified under B, internship must end within the three months after graduation.