

## **STUDENT INTERN**

### **DEFINITION**

County-wide internships are diverse and individualized and may or may not offer paid compensation. Internships may range from simple clerical projects, mid level administrative tasks, or more complex research assignments based on grade level, school requirements, student needs, and departmental project descriptions. County internships offer a diverse array of various short-term, non-continuous project assignments that will augment and support, rather than replace, duties of regular employees. An internship may be used to describe both formalized, post-graduate internships directly tied to a student's curriculum, as well as less formalized assignments that enhance education and career exposure without being tied to a curriculum requirement.

### **DISTINGUISHING CHARACTERISTICS**

Student Interns are distinguished from all other regular County classifications in that Student Interns are considered at-will, short-term, non-continuous student workers. In addition, internships are approved and administered through the Student Internship Program Office and are designed to support the mutual benefit of County needs and student goals, and to augment and support (rather than replace) duties of regular employees.

### **EXAMPLES OF DUTIES**

The duties performed by this classification will vary depending on the nature of the assignment and are defined in the job description for each specific internship. Some general examples include:

1. Perform clerical tasks to support project work that may include use of Access, Excel, MS Word, electronic or hard copy filing, or other business office tasks for projects.
2. Provide Internet research and analysis for report writing.
3. Work in the field under supervision for inspection and collection of data for reports.
4. Work along side County employees in a variety of job functions and assignments to gain career insight and/or work experience.
5. Provide a variety of County project work in order to meet objectives required for school credit.

### **QUALIFICATIONS**

Applicants must meet the minimum qualifications outlined in the individual student internship description in order to perform the essential work functions. Internships may require either basic or advanced knowledge of computer programs that may include; MS Word, Access, Excel, Internet research, good written and verbal communication skills, professionalism, and a desire to learn from the internship.

### **REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

1. Possess and maintain a valid California Class C driver's license if driving is required for the internship.
2. Possess and maintain valid automobile insurance if driving of personal vehicle is required for the internship.

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification will vary depending on the nature of the assignment. All require:

1. Ability to hear and speak sufficient to function in a typical office environment

Student Intern

2. Physical dexterity and mobility to function in a typical office environment

**CLASS HISTORY**

Class Code: 90A01  
Established Date: July 2008  
Revised Date: (New)  
Former Title: (New)

**CLASS DATA**

Job Group: N/A  
EEO Category: N/A  
Work Comp. Code: 8810  
Bargaining/Employee Unit: J (exempt from dues)  
FLSA: C  
MOCO OT: N

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7/25/08  
Date