



**SEPTEMBER 2012
FLSA: NON-EXEMPT**

STUDENT INTERN

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direct supervision, performs various tasks that relate to the incumbent's academic field of study and expose the incumbent to OCSD's work environment.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from assigned supervisory and/or managerial staff. Exercises no supervision over staff.

CLASS CHARACTERISTICS

Incumbents are assigned to various OCSD departments and assist with administrative, specialized, and/or technical activities and tasks that relate to incumbent's field of study. Assignments vary in scope of activity and duties performed depend upon the assigned department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs, changing business practices, and alignment with the incumbent's field of study.

- Perform research of State and Federal legislation or other research that pertains to OCSD business for special projects, reports and studies.
- Perform data collection, entry, tabulation, and analysis for special projects, reports and studies.
- Assist with the preparation and presentation of reports and other documents.
- Maintain files and records.
- Collect and prepare laboratory samples for assay; prepare and set up lab equipment for tests; clean glassware and calibrate instruments; analyze content of water samples.
- Prepare plans and specifications for minor engineering projects; assist in preparing standard details and sketches; organize and maintain drawing files and create a database for shop drawings.
- Perform background literature searches; prepare graphs, maps, and exhibits in support of research or engineering projects.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, vocabulary, grammar, and punctuation.
- Intermediate mathematical principles.
- Principles of the specific career field applicable to the work assignment.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Type and enter data at a speed necessary for successful job performance.
- Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and graphics software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Research, analyze and make logical, effective recommendations.
- Compile data, maintain records and files, and participate in the preparation of clear and concise reports.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow policies, procedures and instruction.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or equivalent; AND
2. Full-time college student of at least junior level in good standing in a bachelor's or graduate degree program in a field of study related to the District's activities;
3. No experience is required.

Licenses and Certifications:

- Possession of a valid California class C driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting or laboratory, if applicable, and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office or laboratory, if applicable, environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.