

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: STUDENT INTERN (SEASONAL)

TITLE #: 1654

DISTINGUISHING FEATURES OF THE CLASS: This is a part-time or seasonal assignment, for a limited duration, designed to acquaint students with local government and school district functions and the tasks of specific departments. The duties of the internship are developed for a student who is enrolled in a course of study in high school, adult education, business school or college. Intern positions provide an on-the-job training situation through exposure to many facets of Municipal Government, School District operations or occupations related to a specific course of study. The incumbent will gain training and experience to become aware of career options, work ethics and expectations of the employer. Work is performed under the general supervision of the department head or designated supervisor where assigned. The term of appointment is limited to one (1) year. Does related work as required.

TYPICAL WORK ACTIVITIES:

May plan and coordinate various support functions such as budget formulation, accounting, clerical, personnel, data processing, computer programming, etc.;

May conduct surveys and collects information;

May develop public information programs and public relations materials;

May interact with the public in the collection and dissemination of Information;

May write reports, letters or other requested drafts;

May perform research on a variety of subjects;

Participates in special projects.

When enrolled in the Adult Education Program at Orange-Ulster BOCES:

Receives on-the-job training related to the specific course of study.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English; ability to follow directions; ability to work well with others; ability to apply classroom training to the workplace; dependability; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Enrollment in a course of study in a high school, adult education program, business school, college or university.

SPECIAL NOTE: Continued enrollment in a course of study in a high school, adult education program, business school, college or university is required for continued employment in this title.

JURISDICTIONAL CLASS: Non-Competitive when assigned to School Districts and BOCES, and Special Districts.