

ADMINISTRATIVE INTERN I	5103
ADMINISTRATIVE INTERN II	5093

DEFINITION

An Administrative Intern I performs entry-level technical administrative work under immediate supervision on a part-time basis while pursuing an undergraduate degree; undergoes training in the techniques used in administrative research, analysis, and reporting; and assists experienced staff analysts and administrators in such fields as financial analysis, organizational analysis, and statistical research. An Administrative Intern II performs similar technical administrative work on a part-time basis while pursuing an advanced degree in a graduate program.

TYPICAL DUTIES

Learns and applies policies, procedures, rules, and regulations of the organizational unit and professional specialty to which assigned and assists staff by performing the following types of duties:

- Collects, records, organizes, and analyzes data relative to budget analysis, system and procedure analysis, space and manpower studies, and related organizational studies.
- Prepares audit worksheets, questionnaires, and mandated reports of findings related to administrative practices in areas such as accounting, procurement, facilities, and budget.
- Researches and downloads data using a personal computer.
- Reviews and extracts information from technical materials, including correspondence, reports, procedural guides, and instructions.
- Tabulates, charts, and analyzes statistical data by making computations and comparisons and applying basic principles of budgeting in reviewing financial reports.
- Develops a spending plan to ensure uniform distribution of resources.
- Develops an asset control and tracking system for monitoring funds and for the retrieval of missing funds.
- Corrects personal computer operation problems in an office or school by troubleshooting common hardware, software, and network problems.
- Contacts private firms and public agencies to collect data regarding rules, policies, procedures, and other matters.
- Prepares responses to correspondence and questionnaires.
- Takes notes, prepares briefs, and writes synopses of professional literature.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Administrative Intern I works part-time while pursuing an undergraduate degree and performs a variety of duties of varying scope and difficulty to assist administrators, such as the District Business Manager, and staff on particular projects and receives practical training and experience in administrative research and analysis while continuing to pursue an undergraduate academic degree. An Administrative Intern II performs similar duties while pursuing an advanced degree in a graduate program. The work experience obtained by the Interns is intended to help provide a pool of qualified candidates for entry into any of a number of classes in professional specialties within the District.

A Human Resources Intern works part-time while pursuing a graduate degree and performs a variety of personnel related duties of varying scope and difficulty to assist professional-level staff such as Human Resources Specialists on particular projects and receives practical training and experience in technical personnel areas. The work experience obtained by the Interns is intended to help provide a pool of qualified candidates for entry into professional personnel specialties within the District.

An Administrative Staff Aide is a trainee-level professional class that can be used to gain entry into several professional specialties. An Aide receives on-the-job training and assists higher-level staff members by performing assigned technical duties. This class is intended to provide orientation for promotion into several professional fields requiring administrative analysis.

SUPERVISION

Supervision is received from various administrators, supervisors, and higher-level technical personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration
- Basic financial, numerical, and statistical data research, collection, and analysis
- Financial recording and reporting practices
- Elementary statistical concepts
- Principles of English grammar and composition
- Personal computers and peripheral equipment including software and hardware operation and usage
- Methods for presenting graphic and tabular data

Ability to:

- Learn and apply District fiscal, budgetary, and accounting guidelines
- Compile and analyze financial, numerical, and statistical data
- Develop a systematic record-keeping and data gathering process
- Apply formulas in computing statistical measures
- Recognize, interpret, and analyze discrepancies in data
- Utilize data processing systems to generate reports
- Prepare and present clear, concise, and accurate reports
- Apply pertinent laws and rules in assessing information
- Plan, organize, and schedule work to meet deadlines
- Maintain confidentiality in assessing confidential information
- Work effectively with other District employees and the public
- Communicate effectively both orally and in writing
- Prioritize work and multitask

ENTRANCE QUALIFICATIONS

ADMINISTRATIVE INTERN I

Current enrollment of 12 semester units or equivalent quarter units at a recognized college or university, preferably supplemented by training in the use of a computer.

ADMINISTRATIVE INTERN II

Status as a graduate student and current enrollment in a Master's program at a recognized college or university, preferably supplemented by training in the use of a computer.

Special:

A valid California Driver License and use of an automobile may be required in some positions.

SPECIAL NOTE:

1. If appointed to a position in either classification, continued employment is contingent upon continued studies. Interns will be assigned to work up to 16 hours a week during the school semester. Interns will be hired for a single semester; however, depending on the quality of their work and their interest in continuing, individual interns may serve up to one fiscal year and may work up to 40 hours per week during the summer months when school is not in session. The employing division must ensure the assignment remains under the 799 hour limit. Upon completion of their internship, the interns may be recruited to compete for permanent classified positions within the District.
2. Employees assigned to these positions are paid in accordance with the established salary rates.

This class description is not a complete statement of essential job functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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