

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: Student Intern I/II/III (497/498/504)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-Exempt

CLASS SUMMARY

Under immediate or general supervision, incumbents perform routine or general project-based tasks assigned by the department. Performs related work as required.

MINIMUM QUALIFICATIONS

EDUCATION

Student Intern I

- Current enrollment in a high school or an alternative vocational high-school working toward high school equivalency with the minimum completion of the 10th grade.

Student Intern II

- Current enrollment in an accredited college or university in an undergraduate program.

Student Intern III

- Current enrollment in an accredited college or university for completion of a Master's degree.

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to have no previous meaningful work experience but must have a willingness to learn and apply their academic training to the required job assignments.

Student Intern I - High School students enrolled in regular high-school classes or those enrolled in an alternative vocational high-school or students working toward high school equivalency. Incumbents work under immediate supervision and may work in an assistant capacity. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Student Intern II or III level and work is usually supervised while in progress and fits an established structure or pattern.

Student Intern II – Students enrolled in an accredited college or university in an undergraduate program. Interns are able to develop and evaluate information or related special assignments in accordance with established policies and procedures and assist professional staff members in ongoing project work.

Student Intern III – Performs work of moderate difficulty in an established functional area and assists in various works functions such as work management, generalized review and analysis, budget preparations, organizational development, systems or personnel analysis. This classification differs from the Student Intern II class in that the latter requires more direct supervision and performs work of routine difficulty.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

STUDENT INTERN I/II/III

Student Intern I/II

Under immediate supervision:

- Conducts surveys and compiles data for general or departmental use.
- Performs routine and/or general office tasks.
- Performs related work as required.

Student Intern III

Under general supervision:

- Performs research and data collection used in work flow studies and other departmental functions.
- Conducts studies and assists in the preparation of proposed resolution of problems in budget and personnel as, they relate to organizational development, operations and methods.
- Performs records compilation, form revisions, filing systems and procedures and assists in other studies and reports preparation. Conducts surveys and compiles data for general or departmental use.
- Performs other research and analysis on related work as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of

- Knowledge and ability to use computers and its related applications.

Ability to:

- Ability to establish and maintain effective working relations with others.
- Ability to carry out oral and written instructions.
- Ability to communicate effectively, both orally and in writing.

SUPERVISION RECEIVED

Works under the immediate or general supervision of assigned staff.

CLASSIFICATION HISTORY

Created 03/2020