



# CITY OF MENTOR

## Job Description Form – Seasonal/Temporary Positions

Division/Department	Economic & Community Development Department
Location	City Hall
Job Title	Intern
Direct Supervisor	

Type of position:	Hours Up to <u>40</u> / week	Average number of employees required in this position:	
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Exempt		
<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Exempt		
<input checked="" type="checkbox"/> Intern			
<input type="checkbox"/> Other			

### GENERAL DESCRIPTION – Indicate Job Duties and Responsibilities

Under general supervision, an Intern performs a variety of routine to moderately difficult clerical, administrative or technical duties of a general and specialized nature in support of an assigned department, division and/or program. The Intern may assist with administrative, specialized, paraprofessional, or technical duties. Internships may be offered in various departments and duties will be specific to the department or division assigned.

### WORK EXPERIENCE REQUIREMENTS

No experience is required. General office support experience including customer service duties and the use of standard office equipment and software applications are an asset. Requires an indicated interest and aptitude in those skills associated the employment and a willingness and ability to acquire the needed skills and academic standards through training and work experience.

### EDUCATION REQUIREMENTS – Include Certifications Required to Perform Job

Must have a High School Diploma; must be currently enrolled in a college or university and seeking a degree in Economics, Business or Public Administration, Engineering, Finance, or related field of assignment. Master's Program is desirable and will be given additional consideration. Prior to hire, verification of current enrollment or work permit is required. Verification of school enrollment will be monitored by the department liaison.

REVIEWED BY	Title	HR Administrator
APPROVED BY	Title	City Manager
DATE		