

# **STUDENT INTERN III (P/T) (S)**

**Department: Varies**

**Classification: Non-Competitive**

**Specification Number: 4680**

**Approved: 11/28/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

Enrollment in a graduate program at a college with federally-authorized accreditation or registration by NY State, or graduation from a college with federally-authorized accreditation or registration by NY State with a Master's or Doctorate degree within the past year.

**NOTE:** Employment in this title of graduates of Master's or Doctoral programs is limited to one (1) year.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title is involved in performing work in a variety of assignments in diverse programs within the Town government. Types of assignments are correlated to the graduate's program of study. Supervision is received from an administrative supervisor, through conferences, reports and evaluation of completed projects. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Observes and participates in the daily activities of an assigned Town department;
- Performs duties similar to those of regular full-time employees;
- Collects data for research projects, surveys, studies or special programs;
- Analyzes, interprets or reports findings of project surveys, studies or special programs in oral or written form, as required;
- Assumes responsibility for a particular project, under staff guidance and supervision.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Working knowledge of statistical concepts and methods; ability to understand modern public administration procedures; ability to acquire familiarity with policies, regulations, practices and functions of the town; ability to express oneself clearly and concisely, both orally and in writing; ability to understand and follow oral and written instructions; ability to analyze facts, and exercise judgment and initiative; physical condition commensurate with the demands of the position.