



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> Civil Rights Commission		<b>BU:</b> 00258
<b>Division:</b> Education	<b>Section/District:</b>	
<b>Job Title:</b> CRC - Communication Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b>		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b>

**Purpose of Position/Summary:**

The Indiana Civil Rights Commission will provide Governor’s Public Service Summer Internship participants with various opportunities to participate in the administration and management of the Agency. In this position, the incumbent will be assigned to the Employment Unit and will perform a variety of administrative and technical tasks.

**Essential Duties/Responsibilities:**

Specific Duties: The intern will work closely with our Information Specialist to assist them with the following projects:

- Converting commission orders to be uploaded to the ICRC website
- Assist in writing synopses to the findings
- Assist in the design of agency branding materials (brochures, promotional mail)
- Assist in the coordination, development, and implementation of communication efforts for the agency and Education division

**Job Requirements:**

To be considered for this position you must be currently enrolled in an accredited college or university and have completed at least one full year of college level education.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

N/A

**Responsibility:**

**Personal Work Relationships:**

**Physical Effort:**

**Working Conditions:**

Office environment



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<b>Employee Name:</b>		
<b>Agency:</b> Indiana Civil Rights Commission		<b>BU:</b> 00258
<b>Division:</b> Legal	<b>Section/District:</b>	
<b>Job Title:</b> CRC - Legal Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Joshua Brewster		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b>

**Purpose of Position/Summary:**

The Indiana Civil Rights Commission will provide Governor’s Public Service Summer Internship participants with various opportunities to participate in the administration and management of the Agency

**Essential Duties/Responsibilities:**

- 1) Conduct research of procedural and substantive issues relevant to pending litigation.
- 2) Draft legal memoranda for agency Staff Attorneys.
- 3) Assist in the drafting of pleadings, including motions, responses, briefs, etc.
- 4) Draft interrogatories and requests for production of documents.
- 5) Assist Staff Attorneys in depositions, mediations and hearings.
- 6) Generally assist Staff Attorneys in efforts to resolve and/or prosecute cases of unlawful discrimination before administrative and judicial venues.

**Job Requirements:**

Applicants must be enrolled as undergraduates or graduates in an accredited, post-secondary institution and have completed one year of undergraduate education.

**Supervisory Responsibilities/Direct Reports:**

**Difficulty of Work:**

**Responsibility:**

**Personal Work Relationships:**

**Physical Effort:**

**Working Conditions:**



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<b>Employee Name:</b>		
<b>Agency:</b> Civil Rights Commission		<b>BU:</b> 00258
<b>Division:</b> Intake	<b>Section/District:</b>	
<b>Job Title:</b> CRC - Intake		<b>Job Code:</b>
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Melissa Deering		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b>

**Purpose of Position/Summary:**

The Indiana Civil Rights Commission will provide Governor’s Public Service Summer Internship participants with various opportunities to participate in the administration and management of the Agency. The intern will work closely with the Intake specialists to formalize complaints to begin the investigative process, assign docket number(s) and make all required IT data entries; as well as attending meetings, forums, and participating in training opportunities in the Civil Rights arena. The intern will have opportunities to work closely with staff in other units of the Agency in order to increase his/her knowledge and awareness of the civil rights investigative process.

**Essential Duties/Responsibilities:**

Specific Duties: The intern will work closely with Intake Specialist to learn the following tasks

1. Receive intake inquiries by phone or web
2. Update our state storage document
3. Filing appropriate documentation in a timely manner
4. Prepare cases for storage
5. Respond to Dept. of Labor complaints on file request

**Job Requirements:**

To be considered for this position you must be currently enrolled in an accredited college or university and have completed at least one full year of college level education.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

N/A

**Responsibility:**

**Personal Work Relationships:**

**Physical Effort:**

**Working Conditions:**

Office environment



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> Civil Rights Commission		<b>BU:</b> 00258
<b>Division:</b> Employment	<b>Section/District:</b>	
<b>Job Title:</b> CRC - Employment/REPACE Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b>		
<b>Reports To:</b> Marco Deckard		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b>

**Purpose of Position/Summary:**

The Indiana Civil Rights Commission will provide Governor’s Public Service Summer Internship participants with various opportunities to participate in the administration and management of the Agency. In this position, the intern will be shared with the Employment Unit and the REPACE Unit and will perform a variety of administrative and technical tasks. The intern will work closely with case investigators toward resolution of cases of discrimination in all areas; as well as attending meetings, forums, and participating in training opportunities in the Civil Rights arena. The intern will have opportunities to work closely with staff in other units of the Agency in order to increase his/her knowledge and awareness of the civil rights investigative process.

**Essential Duties/Responsibilities:**

Specific Duties:

- The intern will work closely with case investigators toward resolution of cases of discrimination in all areas; as well as attending meetings, forums, and participating in training opportunities in the Civil Rights arena. The intern will have opportunities to work closely with staff in other units of the Agency in order to increase his/her knowledge and awareness of the civil rights investigative process. pliance variance reports between custodian and external managers

**Job Requirements:**

To be considered for this position you must be currently enrolled in an accredited college or university and have completed at least one full year of college level education.

**Supervisory Responsibilities/Direct Reports:**

N/A

**Difficulty of Work:**

N/A

**Responsibility:**

**Personal Work Relationships:**

**Physical Effort:**

**Working Conditions:**

Office environment



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b> N/A		
<b>Agency:</b> Indiana Civil Rights Commission		<b>BU:</b> 00258
<b>Division:</b> Education	<b>Section/District:</b>	
<b>Job Title:</b> CRC - Public Outreach and Events Intern		<b>Job Code:</b> N/A
<b>Working Title (if different from above):</b>		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b>

**Purpose of Position/Summary:**

The Indiana Civil Rights Commission will provide Governor’s Public Service Summer Internship participants with various opportunities to participate in the administration and management of the Agency. In this position, the candidate will be assigned to the Education Unit and will perform a variety of administrative and technical tasks. The intern will work closely with Education staff to help plan monthly commission meetings and ICRC outreach events; as well as attending meetings, forums, and participating in training opportunities in the Civil Rights arena. The intern will have opportunities to work closely with staff in other units of the Agency in order to increase his/her knowledge and awareness of the civil rights investigative process.

**Essential Duties/Responsibilities:**

- Assist with the coordination of upcoming ICRC outreach events which may include scheduling volunteers to work events
- Assist with securing venues for ICRC outreach events which will include working with local agencies and individuals.

**Job Requirements:**

Applicants must be enrolled as undergraduates or graduates in an accredited, post-secondary institution and have completed one year of undergraduate education.

**Supervisory Responsibilities/Direct Reports:**

**Difficulty of Work:**

**Responsibility:**

**Personal Work Relationships:**

**Physical Effort:**

**Working Conditions:**

Office environment