



JOB DESCRIPTION

State Form 52468 (12-05)

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

Employee Name: N/A		
Agency: IDOA		BU: 061
Division: Procurement	Section/District:	
Job Title: Procurement Intern (Job Opening #577630)		Job Code: N/A
Working Title (if different from above):		
Reports To: Nicole Kenney, Deputy Commissioner		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Provide support to Procurement department and work on a variety of projects designated by the Deputy Commissioner and Directors of the division

Essential Duties/Responsibilities:

Specific Projects:

1. Work with Vendor Management on Planning of 2012 Vendor Fair
2. K12/OneIndiana - various projects for research/updating catalog/coordinated sourcing with CIESC
3. Sourcing - Research for emergency response vehicles and coordinated sourcing with fire departments
4. Update historical data in access database
5. Special projects (research/analysis/metrics) as assigned by Deputy Commissioner

Job Requirements:

Organized and detail oriented
 Excellent problem solver with ability to meet deadlines
 Ability to summarize and provide analysis/draw conclusions
 Basic knowledge of procurement practices and procedures
 Excellent computer skills and ability to use excel
 Ability to learn how to use a variety of databases in a short period of time

Supervisory Responsibilities/Direct Reports:

NONE

Difficulty of Work:

Responsibility:

Assistance and project management of designated procurement projects
 Capture and summarize a variety research required by procurement division
 Provide status updates on projects

Personal Work Relationships:

Physical Effort:

Minimal, majority computer/desk work

Working Conditions:

Cubicle space
 7.5 hours per day
 Monday - Friday



JOB DESCRIPTION

State Form 52468 (12-05)

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

Employee Name: N/A		
Agency: IDOA		BU: 00061
Division: MWBE	Section/District:	
Job Title: Social Media and Technology Developer/Support (Job Opening #577632)		Job Code: N/A
Working Title (if different from above):		
Reports To: Debra L Walker, Deputy Director MWBE		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Student intern who will design, implement and manage the MWBE Division’s technology & social media platform. This will include, at a minimum, the following tools: Facebook, Twitter, LinkedIn, YouTube, the MWBE Website and electronic newsletter. Intern will also support MWBE Application Certification team in the development of an electronic (PDF) application and the development of functional requirements for reporting and information storage modification for the MW/DBE Repository

Candidate must have demonstrated social media experience; actively participating in a wide variety of social media activities such as blogging, community development and management, social bookmarking, commenting, etc. and is well-connected with the broader social media world. The candidate must be able to think strategically, but be willing and able to roll up their sleeves to help implement the programs.

Essential Duties/Responsibilities:

Key responsibilities for this position include:

- Create a comprehensive social media strategy to define programs that use social media marketing techniques to increase visibility, membership and traffic across MWBE Division
- Implement and manage social media programs
- Experiment with new and alternative ways to leverage social media activities (“marketing/outreach R&D”)
- Monitor trends in social media tools, trends and applications and appropriately apply that knowledge to increasing the use of social media in the MWBE Division
- Strategize with and educate defined audiences on incorporating relevant social media techniques into the corporate culture and into products and services
- Monitor/Measure the impact of social media on the overall marketing/outreach efforts
- Development of functional requirements to support MWBE certification repository modifications
- Other duties as assigned.

Job Requirements:

Experience in the following areas:

- Business technology background
- Social media tools and techniques (Facebook, Twitter, LinkedIn, YouTube, Website and Electronic Newsletters)
- Marketing
- Strategy
- Business development
- Financial and quantitative analysis
- Project management
- Database management

Key attributes for this position include:

- Creativity
- Willingness to experiment
- Ability to deal with uncertainty
- Ability to contribute individually, and lead, manage or participate in cross-functional teams
- Determination – ability to continue without giving up in spite of difficulties

- Ability to synthesize large amounts of data into actionable information
- Excellent written and verbal communication skills
- Persuasiveness
- Ability to create great working relationships with all levels of staff and across multiple disciplines

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Employee must rely on creativity and judgement in developing programs and policies to promote goal attainment, develop action plans, and coordinate with other department resources.

Responsibility:

Employee is responsible for the development/administration and monitoring of the departments social media programs and also for creation of an electronic (PDF) application and the development of functional requirements for reporting and information storage modifications for the MW/DBE Repository.

Personal Work Relationships:

Interaction across IDOA and IOT in the development and implementation of the social media tools.

Physical Effort:

Ability to complete tasks associated with general office work.

Working Conditions:

General office environment