



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:		
Agency: Indiana Department of Labor		BU:
Division: IOSHA	Section/District:	
Job Title: 2011 IOSHA Compliance Officer Intern		Job Code:
Working Title (if different from above): same		
Reports To: Jeffry Carter		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : May 16, 2011

Purpose of Position/Summary:

Assist with various projects and day to day operations in the Indiana Department of Labor IOSHA Division. Upon completion, the student should have an increased understanding of the regulatory requirements for most employers working in Indiana. The Student should also come away with a clear understanding of the differences between state and federal regulations and the interactions between agencies charged with like missions.

Essential Duties/Responsibilities:

Some light data entry.
Assist Duty Officer on complaint intake work.
Assist Duty Officer and/or Supervisor with basic research associated with Occupational Safety
Creating PowerPoint presentations, charts and graphs.
Assist Deputy Commissioner with research and background for speeches.
Shadow IOSHA Inspectors as they conduct investigations in Hoosier businesses.

Job Requirements:

Professional appearance.
Proficient in MS Word, Excel and PowerPoint applications.
Excellent written and oral skills.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Responsibility:

Personal Work Relationships:

Must possess excellent interpersonal communications skills.

Physical Effort:

None

Working Conditions:

Office with some field work