



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: Indiana State Personnel Department		BU: 0070
Division: Employment/Recruitment Division	Section/District:	
Job Title: Recruitment Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Recruitment Director		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 05/17/2010

Purpose of Position/Summary:

The Governor’s Summer Intern will work on several projects within various the State Personnel Department - Employment division including but not limited to; employment selection process, application evaluation, and HRIS testing. This is to provide an opportunity for college intern students to receive hands-on work experience in their chosen degree program. The intern will assist with special assignments related to his/her major area of concentration.

Essential Duties/Responsibilities:

- Assist the Employment Division with aligning college degree requirements with the existing minimum job qualifications required by State merit agencies. Research college programs and recommend how to resolve where discrepancies exist.
- Assist the State Personnel Division with the coordination of the Indiana Black Expo.
- Assist with applicant screening and agency questions regarding the employment process.
- Research and recommend additional Web 2.0 communities

Job Requirements:

Candidate must be a currently enrolled, degree seeking student in Human Resources, Business Management, Organizational Development/Leadership or a related area. College credit may be available depending on the requirements of your college or university.

- Knowledge of the principles, laws, regulations, theories and practices of human resources management and administration;
- Knowledge of the agency mission and administrative policies;
- Knowledge of specific human resources programs such as: FMLA, disability and workers’ compensation programs, ADA, and intern relations;
- Knowledge of agency programs, structure and staffing;
- Working knowledge of computer and software programs and the ability to utilize these skills in the completion of job duties;
- Excellent oral and written communication skills;
- Excellent problem solving and analytical skills;
- Ability to research and document findings;
- Ability to effectively prioritize a variety of projects/functions;
- Ability to establish and maintain effective working relationships with all levels of management;
- Ability to maintain confidentiality;
- Ability to successfully negotiate resolutions to complex problems or situations;
- Ability to work independently;
- Ability to organize thoughts and ideas in a logical manner;
- Ability to plan and organize the work of other interns;

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Intern utilizes numerous guidelines (including statutes, promulgated rules, policies, procedures, practices, precedents, workforce planning, and problem solving) in performing a variety of human resources functions. Extensive judgment must be used in interpreting and applying the guidelines involved to program goals, objectives and complicated human resources issues. The job is very complex, involving changing departmental programs, the development of new personnel programs with an emphasis on improved efficiency and productivity. Intern must work under short time constraints for recommendations.

Responsibility:

Intern works under the supervision of a HR Team following general objectives and functions as an expert on human resources operations, needs and issues relative to assigned agency. Recommendations and decisions formulated by intern can have a significant impact within assigned agency and across the state. Intern must remain cognizant of the potential impact of decisions/recommendations on the State Personnel Department's and agency's mission and philosophy, as well as any precedent that may be set. Non-routine work assignments are reviewed upon conclusion for compliance with agency/state missions and objectives.

Personal Work Relationships:

Works with State Personnel Department and assigned agency management, appointing authority, department heads, outside agency officials and the general public to gain support of and to properly implement personnel policies.

Physical Effort:

N/A

Working Conditions:

Office Setting



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

Employee Name: N/A		
Agency: Indiana State Personnel Department		BU: 0070
Division: Communications Division	Section/District:	
Job Title: SPD Communications Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Communications Division Director		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 05/17/2010

Purpose of Position/Summary:

The Governor's Summer Intern will work on several projects within the State Personnel Department - Communications division including but not limited to; assisting in writing and placing relevant information about state government activities throughout the state of Indiana. The intern will be involved in writing fact sheet various news articles, talking points and collateral material, including events and feature stories.

Essential Duties/Responsibilities:

- Interviewing, researching and writing articles for employee publications
- Coordinating special events, including governor receptions, blood drives, etc.
- Designing and distributing e-newsletters
- Responding to correspondence
- Promoting agency programs and events
- Maintaining databases of contacts for intern program, receptions and all special events
- Other duties as assigned

Job Requirements:

Candidate must be a currently enrolled, degree seeking student in Marketing, Communication, Public Relations, Business Management, or a related discipline. This is an unpaid internship. College credit may be available depending on the requirements of your college or university.

- Exceptional verbal and written communication skills and interpersonal skills are a must
- Knowledge of AP Style, experience editing, basic knowledge of marketing and design.
- Comfort with a wide variety of communications tools is a must: for example, mailing lists, IRC, instant messaging
- Comfortable responding to or reaching out to various media outlets
- Strong computer skills (Microsoft Office, Web applications, experiences with design software a plus)
- Experience with web design, photography and editing
- Must be well organized and have the ability to handle multiple projects at once
- Professional appearance is a must, as special events involve executives, including governor and other elected officials
- Must be able to work well with people with a very wide diversity of demographic and cultural characteristics
- Must flourish in an environment that is highly confidential

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Intern utilizes numerous guidelines assisting us spread the word about our organization through a variety of outlets. Judgment must be used in interpreting and applying the guidelines involved to program goals, objectives and communication services. The intern will need to have the ability to work with diverse, sometimes high level constituencies, employing tact and diplomacy. Must have the ability to prepare accurate error-free reports and correspondence.

Responsibility:

Intern works under the supervision of Communications Director following general objectives and functions as an expert on marketing, communications and public relations topics relative to assigned agency. Recommendations and decisions formulated by intern can have a significant impact within assigned agency and across the state. Intern must remain cognizant of the potential impact of decisions/recommendations on the State Personnel Department's and agency's mission and philosophy, as well as any precedent that may be set.

Personal Work Relationships:

Works with State Personnel Department and assigned agency management, appointing authority, department heads, outside agency officials and the general public to gain support.

Physical Effort:

N/A

Working Conditions:

Office Setting