

JOB TITLE  
ADMINISTRATIVE INTERN<sup>1</sup>

DIVISION  
ADMINISTRATION

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
III

LENGTH OF WORK YEAR  
195 DAYS

DATE  
SEPTEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Assists in supporting the Human Resources Certified Personnel Department.

PERFORMANCE RESPONSIBILITIES

1. Assists in the daily operations, tasks and activities of the Human Resources Certified Personnel Department.
2. Assists in identifying and recruiting quality candidates for certified vacancies.
3. Assists in providing professional development activities for Human Resources staff members and certified personnel.
4. Reviews and processes employment applications to evaluate qualifications or eligibility of applicants.
5. Assists in identifying partnerships with community and institutions of higher learning.
6. Maintains files on Human Resources hiring and retention data.
7. Monitors diversity in hiring and assists in developing strategies to maintain diverse certified workforce.
8. Ensures implementation of all policies, procedures and applicable laws when performing assigned duties.
9. Makes satisfactory progress in the School of Education doctoral program.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Fifteen (15) hours towards a Masters Degree
2. Four (4) years successful teaching experience
3. Qualified for admission to a doctoral program in education

DESIRABLE QUALIFICATIONS

1. Knowledge and understanding of equal opportunity and affirmative action issues
2. Evidence of strong interpersonal and leadership skills

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<sup>1</sup> Cooperative project with the University of Louisville