



COUNTY OF SAN BERNARDINO
 Established Date: Jul 1, 2003
 Revision Date: Feb 27, 2008

Student Intern

Class Code:
19710

Bargaining Unit: Extra Help

SALARY RANGE

\$11.00 - \$13.86 Hourly
 \$880.00 - \$1,108.80 Biweekly
 \$1,906.67 - \$2,402.40 Monthly
 \$22,880.00 - \$28,828.80 Annually

DEFINITION:

Student Interns assist with routine professional, para-professional, technical and administrative duties or with specialized projects or studies while being provided with practical experience related to their field of study.

DISTINGUISHING CHARACTERISTICS:

Positions vary in scope of activity and duties performed depend upon the assigned department. There is a direct relationship between the employment experience provided and the student's field of study. The experience can be technical, vocational or academic. Student Intern is distinguished from Graduate Student Intern by the latter's enrollment in a college or university curriculum leading to an advanced degree (Master's degree or above) in a professional area.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

1. Assist department staff in support of a wide variety of tasks and assignments.
2. Assist in researching information, collecting and analyzing statistical data.
3. Assist in conducting special studies in a variety of occupational fields.
4. Assist in the preparation and the presentation of oral and/or written reports.
5. Observe methods, problems and principles related to the departmental assignments; gain experience in the methods and ethics of professional conduct and practice.
6. Assist and participate in the preparation of briefs, reports, evaluations, specifications, and plans.
7. Attend division and department staff meetings; prepare reports of suggestions and comments of observations regarding the various aspects of the department and program.
8. Assist and participate in special research, studies, surveys, and investigations; assist and participate in the compilation, tabulation, and analysis of information and data.

7/1/03

SALARY RANGE:

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SUPPLEMENTAL INFORMATION:

Employment in this class is governed by County Code Section 13.0617c. Incumbents are in the unclassified service and are appointed by the appointing authority. The maximum length of an internship is limited to 2080 hours.

Incumbents in these classes must be enrolled in a vocational, technical, college or university program leading toward an Associate's, Bachelor's, Masters, or Doctorate Degree or completion of vocational training in a technical trade. Employment in the class of Graduate Student Intern is restricted to students in a college or university curriculum leading to an advanced degree in a professional area. Student Interns may be hired between quarters or semesters as long as they intend to pursue their academic studies and provide proof of their upcoming enrollment in a college/university or technical school.

MINIMUM REQUIREMENTS:

Education:

Enrollment at the senior level (Bachelor's Degree) or graduate student in Business or Public Administration, Behavioral Science, Human Resources Management, Organizational Psychology Public Relations/Communications or a closely related field.

Proficiency with the Microsoft Office Suite products, particularly Word, Excel, and Outlook is highly desired.

2/11/08