

INTERN

DEFINITION: Under immediate supervision, performs work of moderate difficulty with responsibility to assist in various aspects of program operations as a trainee; works under the guidance and direction of professional staff or assigned supervisor; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives on-the-job training and work experience, preferably in the student's field of study; receives orientation, information and assignments to familiarize the student with program operations; may be assigned to prepare reports; attends meetings and/or provides technical assistance.

Based on previous experience and education, student may be assigned progressively more difficult and responsible tasks.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of policies and procedures appropriate to assigned function.
Skill in operating office equipment, including computer programs.
Skill in establishing and maintaining effective working relationships.
Skill in communicating effectively, both orally and in writing.
Skill in preparing clear and concise reports.
Ability to follow oral and written instructions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a typical office environment.

MINIMUM QUALIFICATIONS:

- Must be enrolled as a full time college student with letter from educational institution verifying current and continuing full time status, (i.e., copy of transcripts for most recent semester completed and class schedule for upcoming semester). If first year student or returning student after an extended period, Letter of Admissions/Acceptance and copy of class schedule.

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.
- Program related knowledge or experience.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.