

GENERAL STATEMENT OF DUTIES

Co-Op/Student Interns for the City of Cincinnati may be performing duties in many potential workplace fields within the City's structure. These fields may include office level work/assignments, field work out in the communities, and/or civic services etc. The nature of the work will be based on areas of academic interests, degree programs, and organizational need. The best in class candidates will excel in the ability to carry out multiple projects in a fast-paced environment.

EXAMPLES OF WORK PERFORMED

Any one position within this Co-Op/Student Intern classification may not include all of the duties listed nor do the listed examples include all of the tasks which may be performed.

- Shoot video for training DVD's for the 2012 World Choir Games
- Coordinated logistics for training 300 regional taxi drivers for the World Choir Games
- Photograph civic events for City documentation
- Research legal information in preparation for Union negotiations
- Research procedures/information about other cities or organizations
- Organize the Fire Mentor Program curriculum and Power Point
- Answer questions or complaints on phone or in person (give directions, explain rules, describe fees, etc.)
- Greet visitors or employees; provides information in person or takes visitors to various locations
- Makes telephone calls, visits or coordinates meetings to get information or solve problems for organization, clients, patients, or other stakeholders
- Revises or updates forms, procedures and prepares rosters, inventories, and/or mailing lists
- Files, retrieves materials, develop new file system, transfers or eliminates material according to guidelines
- Present project information to City Manager and Department Directors
- Keeps required information/files of confidential or restricted information
- Estimates supply and equipment needs; assists the distribution of office supplies and equipment
- Create memo, flyers, notices etc. on a computer at a professional level
- Under the supervision of a professional, incumbent may perform project activities associated with field work, such as engineering, sanitation, heavy equipment operation, plant operations, water treatment, etc.

SUPERVISION

The Departmental Human Resource Liaison will determine an appropriate supervisor for the intern prior to placement.

MINIMUM REQUIRED QUALIFICATIONS:

In order to qualify for the Co-Op/Student Intern Program, a student must:

- Be a U.S. citizen, lawful permanent resident, or a non-citizen with proof of eligibility to work in the United States
- Individuals under eighteen will require a work permit
- Be enrolled in an accredited institution
- Graduated from an accredited academic institution within six (6) months of application
- Submit a City job application for employment on NeoGov
- Proficient in Microsoft Office and/or Apple Software