

JOB TITLE: COMMONWEALTH PUBLIC SERVICE INTERN
JOB CODE: 08001

DEFINITION: This is structured training performed under an internship program in the commonwealth.

An employee in this job participates in an internship program by performing intensified on-the-job project assignments. Program participation may commence as early as the end of the undergraduate sophomore year and must be completed within six months following graduation with an undergraduate or graduate degree. Upon successful completion of the program, an employee may transition into a structured trainee program or be placed in a working-level job title. The scope and progression of assignments and performance measurement objectives are predetermined in accordance with internship program guidelines. Assignments are structured to provide increasingly responsible practical work experiences that apply generally accepted core principles in order that knowledge acquired through course curriculum may transform into working skills, and upon completion of the internship period, which may be up to six months in duration, the employee can apply these skills in the field of study. Training and supervision occur through conferences, detailed instructions, and frequent review of work in progress and upon completion.

EXAMPLES OF WORK: (NOTE: The examples of work are representative of the work, but every position classified to this job may not perform all examples of work listed. Conversely, this is not an all-inclusive list of work examples.):

- Participates in an internship providing formal and on-the-job training and experience in a program office of a commonwealth agency, board, or commission.
- Attends training sessions and participates in formal and on-the-job training assignments.
- Conducts studies and analyzes issues related to the major field of study.
- Prepares detailed and comprehensive reports and develops recommendations on projects completed.
- Presents the results of studies and analyses and explains rationale and judgments used in arriving at conclusions.
- Participates in a variety of assignments designed to broaden experience in commonwealth organizations, functions, and programs.
- Assists higher level staff in the completion of projects or work assignments.
- Performs related work as required.

ENTRY LEVEL KNOWLEDGES, SKILLS, AND ABILITIES:

- Ability to read and interpret written information.
- Ability to read and interpret numerical information.
- Ability to analyze and interpret policies, procedures, and regulations.

- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively in writing.
- Ability to communicate effectively orally.

MINIMUM EXPERIENCE AND TRAINING: (NOTE: Based on the Entry Level Knowledges, Skills, and Abilities):

- Current enrollment as a full-time undergraduate student in an accredited college/university in a declared bachelor's degree program and successful completion of at least sixty (60) college credits at the time of hire. Full time undergraduate students who have successfully completed at least thirty (30) college credits and anticipate the completion of at least sixty (60) college credits at the time of hire may apply for this program.

or

- Current enrollment as a graduate student in an accredited college/university in a declared master's or doctorate degree program at the time of hire.