

# **COLLEGE INTERN**

## **Department of Administration – Business Operations Division**

The eligible list resulting from this examination may be used to fill similar City of Milwaukee and Milwaukee Public School positions.

**PURPOSE:** The College Intern is assigned to assist in a variety of research projects related to critical analysis of information systems for tracking productivity, delivery of services, accounting, and cost-benefit feasibility studies involving the administration of the Documents Services Section on a part-time basis while enrolled in college.

### **ESSENTIAL FUNCTIONS:**

- Generate and analyze reports, documents and data from various line of business information systems related to records, information, printing, mailing, time-keeping, payroll, and accounting functions of operations.
- Participate in research and analysis related to integration of existing systems, as well as, technological upgrades to new systems.
- Contribute to development of specifications for modernization of records inventory management system.
- Provide assistance with research, design, development and implementation of business information systems, applications, programs, services, and procedures.
- Generate cost-benefit analyses of production and service activities related to printing, record and information management, and mail services.
- Analyze processes and procedures for implementation of business process improvements.
- Perform other job-related duties and special projects as assigned.

*College Interns work approximately 20 hours per week and cannot exceed 1,040 hours per year.*

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

### **MINIMUM REQUIREMENTS:**

1. Current enrollment as a Sophomore or higher in an accredited college or university, including course work in Business Management, Computer or Information Science, History or a closely related field.

**NOTE: College transcripts must be submitted with the application (see below).**

2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Strong oral and written communication skills
- Ability to follow through on assignments and long-term projects
- Strong attention to detail and demonstrated proofreading skills.
- Ability to manage multiple projects and deadlines
- Ability to conduct research, compile and analyze data, and prepare reports
- Skill in interpersonal relations
- Analytical and problem-solving skills
- Ability to exercise sound judgment and strong sense of integrity
- Ability to work independently and as a member of a team

*College Intern, DOA-Bus Ops*

**THE CURRENT HOURLY RATE (9I) is:** \$10.09 hourly with further increases up to \$13.24. College Interns are not entitled to receive benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **April 13, 2012**. Receipt of applications may be discontinued after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.

**APPLICATIONS** and further information may be obtained by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202, or by calling 414.286.3751.

**TRANSCRIPTS:** Transcripts should be submitted with the application – OR - sent to the City of Milwaukee Department of Employee Relations, Attention: CI-DOA, 200 E. Wells Street, Room 706, Milwaukee, WI 53202, OR submitted as an email attachment to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). (Student copies are acceptable.)

#12-009—KW (AK)

3/20/12

EEO 805

**COLLEGE INTERN – Department of Administration – Business Operations Division**