



NEW:  
02/13/2018

JOB TITLE:	ADMINISTRATIVE INTERN
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4416
BARGAINING UNIT:	CERU

**SCOPE OF RESPONSIBILITIES**

Assists in supporting Diversity, Equity and Poverty Programs.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists in the daily operations, tasks and activities of Diversity, Equity and Poverty Programs.
- Assists in identifying and recruiting quality candidates for minority programs.
- Assists in identifying partnerships with community and institutions of higher learning.
- Assists in providing professional development activities for program participants.
- Reviews and processes candidate applications to evaluate qualifications or eligibility of applicants.
- Maintains files on minority programs.
- Monitors diversity in programs and assists in developing strategies to maintain diversity.
- Ensures implementation of all policies, procedures and applicable laws when performing assigned duties.
- Assists in supporting Diversity, Equity and Poverty Programs.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- Fifteen (15) hours towards a Masters Degree
- Three (3) years successful teaching experience

**DESIRABLE QUALIFICATIONS**

- Knowledge and understanding of equal opportunity and affirmative action issues
- Evidence of strong interpersonal and leadership skills