

Student Internship (Unpaid) – Human Resources

Position Located in Downtown Sacramento, CA

Under the close supervision of the Branch Chief of the Employee Services Branch the incumbent performs a range of office duties in support of the website and other technology projects of the Human Resources website.

60%* In a learning capacity, the Student Intern will:

With the use of a personal computer assists with writing and editing the content and design webpage layout, updating the HRD website, maintaining the categorizing content; assists with the development of the site content and graphics by coordinating with copywriters and graphic artists, and others for the purpose of designing images, icons, banners, and audio enhancements; establishes links; registering Ensures the websites are user-friendly, interactive, and positively represent the BOE.

30%* In a learning capacity, the Student Intern will:

Interprets and applies statutes, regulations, and policies and procedures to ensure compliance with Federal and State laws and statutes. Prepares correspondence and reports as directed regarding communications.

10% The incumbent may assist a group of professionals with office support including photocopying, faxing, printing, scanning, filing, data entry, tracking and maintenance of various reports and supplies. Provide accurate and timely customer service via telephone and/or email.

Knowledge of:

- Personal computer software including Microsoft Excel, Outlook, Power Point, and Word
- Proper usage of grammar and punctuation
- Telephone etiquette
- Office operations
- Proofreading techniques
- Customer Service communication techniques

Ability to:

- Follow verbal and written directions
- Knowledge and ability to creatively convert narrative material to visual form
- Conduct research
- Reason logically
- Apply creative thinking
- Create and maintain positive working relationships
- Read and write English at a level required for successful job performance
- Use a telephone, personal computer, photocopy machine, fax machine, scanner, and other office equipment to accomplish work assignments
- Work cooperatively and tactfully with staff at all levels and with other contacted in the course of work
- Maintain confidentiality
- Work in a high rise building

Desirable Qualifications:

- A demonstrated interest in learning and in professional development
- Flexibility and willingness to adjust to changing assignments and priorities
- Creativity with colors and layout

*Candidate must be able to form the essential functions of the job functions with or without reasonable accommodations.

Send Resume for consideration to: Carmen.garcia@boe.ca.gov