



DATABASE INTERN

SCHEDULE: Flexible hours based upon students schedule (5 to 15 hours per week).

STATEMENT OF DUTIES: Part-time, temporary support position for the Training & Career Development Branch. Intern will create multiple Access Databases for office. Intern will also perform clerical duties as needed to support section.

SUPERVISION RECEIVED: Direct supervision from the Staff Services Manager II

TYPICAL WORKING CONDITIONS: State building is an enclosed office area with modular furniture in a smoke-free environment. Must be willing to work in a high-rise building.

Knowledge of:

- Personal computers and Microsoft products (Access, Outlook, Excel, PowerPoint)
- Familiarity with the concepts of filing and indexing records

Ability to:

- Meet deadlines while handling a variety of projects with varying time frames
- Work courteously with all levels of staff
- Communicate effectively
- Input accurate data and detail-oriented
- Good communication and people skills
- Work independently and research technical issues

THIS IS AN UNPAID INTERNSHIP POSITION.

ESSENTIAL FUNCTIONS

90% Develop multiple databases for the Training & Career Development Branch: inventory of equipment, publications, training materials, etc. Consult with manager and staff to ensure agreement on system principles and reports needed. Provide staff with training and answer questions.

10% Assists in typical clerical duties including filing, ordering supplies and phones.

Please email your resume to lou.bender@boe.ca.gov or US mail to: Mrs. Lou Bender • Board of Equalization • 450 N Street, MIC 15 Sacramento, CA 95814
