



Code: 0409

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: General Clerical

CLASS TITLE: COOPERATIVE EDUCATION INTERN

CHARACTERISTICS OF THE CLASS

Cooperative Education Internships integrate academic studies with professional work experience. In cooperation with a school advisor, a work plan is developed to ensure work experience relates to the student's particular area of study. Students in the Cooperative Education Intern Program receive academic credit. Internships are available for a total of 22 weeks full-time, or a maximum of 770 hours part-time during a calendar year. These are temporary positions.

Internships are limited to one academic year. Students are limited to working one internship (lasting no more than one academic year) per City department

ESSENTIAL DUTIES

- Work with professional staff performing duties specific to the operational needs of the department
- Compile and analyze statistical data for inclusion in reports
- Research various informational sources and prepare reports on findings
- Search computer and manual records to verify or obtain requested data
- Perform public contact work to provide information and services to citizens
- Draft informational materials and correspondence in response to inquiries
- Review and process applications for programs and services
- Maintain records and prepare narrative and statistical reports on program activities
- Create spreadsheets using database software (i.e. Excel) and maintain data to track program activities or other reporting requirements
- Participate in providing city services and staffing special events
- Assist professional staff in performing work activities relating to program management and administration
- Performs related duties as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Must be a current college level junior, senior or graduate / law school student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate **OR** graduate degree program **OR** an accredited law school, with a minimum grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale
- Students must maintain the required GPA throughout the duration of their employment / internship
- Must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency) throughout the duration of internship, with the exception of academic breaks, i.e. summer
- Must have knowledge of Microsoft Office Applications –Word, Excel and Power Point

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- administrative and clerical methods and procedures
- City government programs and services
- applicable computer software packages and application

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.