

## **JOB DESCRIPTION**

**Job Title:** Intern – Part Time

**H-Code:** H71

**Hourly Level:** H30 (\$15.38)

**Reports to:** TBE

### **Dallas College**

Since 1965, Dallas College, formerly known as the Dallas County Community College District (DCCCD) has served more than three (3) million students. We are one of the largest community college systems in the state of Texas, which includes seven campus locations around the Dallas/Fort Worth area. We strive to be a leader in the Community College space, placing students at the center of everything we do.

### **Position Summary**

An internship is offered by Dallas College to afford individuals the opportunity to gain practical work experience/knowledge in field of interest related to degree being obtained. Individuals are able to shadow and receive training experiences from knowledgeable professionals.

Under the close mentorship of a professional staff member, intern will undertake a range of on-going activities and assigned projects of varying levels of professional complexity requiring knowledge and expertise gained through the current pursuit of a relevant higher education degree. Working as a member of a professional team under the guidance of more senior professional personnel, individuals directly interacts with colleagues and/or other stakeholders or constituents in the planning, implementation and execution of assigned projects and tasks.

### **Required Knowledge, Skills and Abilities**

- Ability to follow guidelines, procedures, policies and protocols. Must be able to work independently and/or in a team environment, in a professional manner, while achieving common goals.
- Demonstrates the highest level of professionalism, which includes arriving on time for designated work, notifying supervisor of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed.
- Ability to follow directions. Strong work ethic and attention to detail. Must be able to maintain confidentiality of information as required.
- Must be able to maintain effective working relationships with individuals with diverse backgrounds, internal/external to the organization to assess user needs, obtain information and communicate in a clear and logical manner.

- In a fast-paced, ever-changing environment, must be adaptable to change. Excellent analytical and problem-solving skills. Ability to multitask. Must have strong oral, written, and interpersonal skills.
- Must be able to provide effective customer service.

### **Key Responsibilities**

- Shadows multiple office personnel and train in a variety of tasks. Attend company functions and networking events.
- Respect the organization's reporting structure and follow the policies and procedures of the organization and the district. May involve answering phone inquiries, directing calls, and/or providing basic district information; performing clerical duties, maintaining files, and organizing documents; photocopy, fax, etc., as needed.
- Assist in researching and gathering documentation and/or the preparation of information and research materials; may create and maintain PowerPoint presentations. May manage databases and input information, data, and records.
- Communicates with supervisor any issues that may affect your performance of assigned responsibilities or the overall success of the experience; accept and apply critiques and suggestions to daily work in an effort to become more productive and/or efficient.
- Ensures timesheets are complete and submitted within designated time frame. Energetic and eager to tackle new projects and ideas. Displays excellent interpersonal and communication skills when interacting with diverse, multi-cultural stakeholders and constituents internal/external to the Dallas College network.
- Performs other duties as assigned.

### **Physical Requirements**

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.



## Minimum Qualifications

- High school degree or equivalent; must be enrolled in an accredited university/college program in pursuit of an undergraduate or graduate degree in related field.
- Official transcripts will be required. No work experience required. Part-time interns are eligible to work up to 19.5 hours per week depending on business needs.
- Work hours will be between 8:00 a.m. – 5:00 p.m., Monday through Friday as scheduled by supervisor.

\*\*\*May be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*

*Dallas College is part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. Dallas College complies with the Americans with Disabilities and Veterans Act.*