

## **Nature of Work**

The Intern develops experience working on a wide variety of projects to gain exposure to a professional collaborative environment geared towards a relevant field of study. They will work side-by-side with a highly experienced staff and take direction to accomplish the goals of the department and organization. This work requires solid organizational skills and attention to detail. The work performed will complement rather than displace the work of permanent STA staff while providing significant educational benefits to the intern.

## **Supervision Received**

Position receives direction from the department manager or their designee.

## **Essential Functions**

- Research and gather documentation for assigned department within the organization.
- Shadow different positions and train in a variety of tasks within the intern's formal scope of study.
- Assist assigned professional to allow for hands on experience.
- Perform clerical duties for assigned department.
- Answer phone inquiries, direct calls, and provide basic information
- Photocopy, fax, etc. as needed.
- Assist in preparing information and packets.
- Create and maintain PowerPoint presentations.
- Take notes during meetings.
- Type documents, drafts, and reports.
- Attend company functions and networking events.
- Perform data entry and verification of information.
- Represent Spokane Transit in professional and positive light to the community.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.
- Other duties as assigned.

## **Public Transit Agency Safety Plan**

- Follow safety rules and safe practices described in accident prevention program, safety standards and training you receive.
- Promptly report unsafe conditions or actions to STA foreperson or lead person using the Safety Hazard Report Form.
- Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely.
- Report all injuries to the STA foreperson or lead person promptly regardless of how serious.
- Report all near-miss incidents to the foreperson or lead person promptly.
- Always use personal protective equipment (PPE) in good working condition where it is required.
- Do not remove or disengage any safety device or safeguard provided for protection.
- Encourage others by your words and example to use safe work practices on the job.

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- Safeguard and look out for others.
  - Make suggestions to the foreperson or supervisor on duty, safety committee representative or management about changes you believe will improve safety and or eliminate hazards.

This job description in no way implies that the duties listed here are the only ones required to be performed. The incumbent is expected to perform other tasks, duties, and training as required.

## **Minimum Requirements**

### **Education and Experience**

Must possess a high school degree or equivalent and be enrolled in an accredited university/college program relevant to the department or division placed within. Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) required. Must have excellent written and verbal communication skills, be willing to follow directions, take feedback, and be able to work without constant supervision.

### **License**

Must possess and maintain a valid driver's license from state of residence if required for the assigned department.

### **Physical Requirements**

The physical activity of position requires the ability to stoop, reach, and perform repetitive finger and hand motion and talk. Exert up to 50 pounds of force occasionally, and/or up to 10 pounds frequently, and/or negligible amount of force constantly to move objects.

### **Computer Skills**

Ability to keyboard accurately at the minimum rate of 40 words per minute. Beginner level proficiency within Microsoft Office Suite including Outlook, Word and Excel.

## **Selection Factors**

- Ability to establish and maintain good public and employee relations.
- Ability to learn quickly the activities, policies and procedures.
- Knowledge of modern office practices, procedures, machines and business English.
- Ability to use a ten-key calculator; computer for data entry, word processing and report generation; typewriter, and copy machine.
- Knowledge of general computer functions.
- Ability to demonstrate reliability, mental alertness, and consideration of others.
- Attitude of neatness, pride, conscientiousness and care in work products.