

Job Title: OPS Intern

Compensation: \$15.00 - \$15.00

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level I

Position Summary:

An internship is a temporary position with an emphasis on on-the-job training. In this position, an intern will be expected to learn the ins-and-outs of our daily routines and procedures. Interns will focus on learning how our organization runs, and can be expected to gain valuable insight that can further their interest in their chosen career field. In addition to routine duties, the intern will have the opportunity to meet managers, executives, and professionals in their career field.

Requirements:

Education:

High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit.

Experience:

Varies with each field of study.

Knowledge:

- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

Skills:

Varies with each field of study.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.

- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

License:

None.

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.