JOB POSTING

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Evaluation Type</th>
<th>Department</th>
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<tbody>
<tr>
<td>University Intern</td>
<td>As Designated by</td>
<td>Human Resources</td>
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<td></td>
<td>University Program</td>
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<tr>
<td>Pay Grade</td>
<td>FLSA</td>
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<td>None</td>
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<tr>
<td>Date Revised</td>
<td>Supervisor</td>
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<td>December 2016</td>
<td>Executive Director, Human</td>
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<td></td>
<td>Resources</td>
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BASIC FUNCTION & RESPONSIBILITY: Provide administrative and clerical support to all facets of the Department of Human Resources office staff. Represent the District in a professional and positive manner.

CHARACTERISTIC DUTIES & RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Support of Administrative, Fiscal and/or Facilities Functions:
- Process incoming calls and greet visitors and route to correct location.
- Provide general information and assistance to all callers and visitors in a friendly and professional manner. Act as liaison between the District and its customers.
- Sort and distribute mail for central administration building.
- Create, maintain, and update personnel files.
- Secure all necessary documents, post updates and close out files of former employees; update official service records and complete leave balances.
- Assist with new employee orientation program and substitute hiring process.
- Verify information on current and former employees, and respond to requests for information from other employees, supervisors, the general public and other districts.
- Assist with determining certification of teachers and other certified professional employees.
- Perform research using internet resources and organizations.
- Assist with identification badge process for district employees
- Assist with department projects and perform clerical tasks as requested.
- Perform miscellaneous office duties, answer phone, fax materials, prepare correspondence.
- Provide assistance to campuses/departments as requested.
- Interact positively with employees and the community to provide needed information.

KNOWLEDGE, SKILLS & ABILITIES:
- Ability to organize and prioritize tasks.
- Knowledge of general District facts and information.
- Skill in operating standard computer and software applications, including but not limited to electronic mail, word processing, spreadsheets, databases, and presentations.
- Skill in written, verbal communication and providing excellent customer service.
- Ability to operate a multi-line telephone system and must have knowledge of acceptable telephone etiquette.

ENTRY QUALIFICATIONS: Enrollment in an internship program with an accredited University.

HOW TO APPLY: Interested interns may express intent by sending an email to Noelia Rodea (nrodea@bisdtx.org).