

# Kensington Fire Protection District



<b>Position Title</b>	Student Intern
<b>Status</b>	Part-time/Temporary, No benefits
<b>Hourly Rate</b>	\$18 - \$22 per hour

## Definition

Under direction of the General Manager or administrative staff, incumbents perform general office functions.

## Distinguishing Characteristics

This is a temporary, part-time classification in which students with current enrollment in college can gain experience in assisting District staff in the performance of professional administrative or technical duties.

## Supervision Received and Exercised

Receives supervision from the General Manager or administrative staff; does not supervise.

## Examples of Essential Duties

- Greet the public, elected officials, and staff in person, telephone, and by email with general District inquiries
- Post agenda and other documents in public locations
- Perform website updates and post meetings, events, alerts online
- Pick-up and delivery of District documents
- Provide general office support to staff and elected officials (copying, binding)
- Perform related duties as assigned

## Minimum Qualifications

*Any combination of equivalent education and experience is qualifying, typically including:*

Education:

Current enrollment in a Bachelor's or Master's degree program from an accredited college or university in communications, public/business administration, computer science or related field.

Experience:

None required; however, prior general office experience is highly desirable.

## Knowledge and Abilities

Working knowledge of:

- Effective methods of communication
- Basic computer applications and general office machines

Ability to:

- Communicate effectively, orally and in writing
- Work cooperative with coworkers, outside agencies and the general public
- Demonstrate proficiency in computer data entry and word processing.

## License or Certificate

Possession of a valid California Driver's License