



## **Job Description**

**Job Title:** Graduate Intern

**Reports To:** Director of Outreach and Marketing

**FLSA Status:** Non-Exempt

**Company Name:** Workforce Development Board of Central Ohio

**Submission Deadline Date:** November 20, 2018

**Summary:** This position will support the work of the Workforce Advisory Council, a committee of the Workforce Development Board, and report to the Director Outreach and Marketing. The position will research workforce services and outcome data in the Central Ohio region to help the Workforce Advisory Council analyze where service gaps exist and how those gaps can be addressed.

**Essential Functions** include the following and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Provide analysis and recommendations to the Director of Outreach and Marketing and the President and CEO regarding the provision of workforce services in Franklin County
- Prepare gap analyses for program and organizational leadership.
- Coordinate with other agencies in the community to access outcome data.
- Provide information regarding program requirements, reporting requirements, policies, procedures, changes, form requirements, and other information as requested. Research programmatic issues as necessary.
- Attend meetings of the Workforce Advisory Council and other meetings as necessary.
- Coordinate activities with other WDBCO and Ohio Means Jobs staff as necessary.

## **Competencies**

1. Integrity - Job requires consistency of actions, methods, principles, expectations, and outcomes.
2. Leadership - Job requires a willingness to lead, take charge, and offer opinions and direction.
3. Analytical Thinking - Job requires analyzing information and using logic to address work-related issues and problems.
4. Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.
5. Initiative - Job requires a willingness to personally take on responsibilities and challenges.
6. Dependability - Job requires having excellent attendance, being reliable, responsible, and fulfilling obligations.
7. Cooperation - Job requires working or acting together as a member of a team for a common purpose or benefit.
8. Persistence - Job requires persistence in the face of obstacles.

## **Supervisory Responsibilities**

This position has no supervisory responsibilities.

## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment can be moderately loud.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear; sit; and use hands to finger, handle or feel. The employee occasionally is required to stand; walk; reach with hands and arms; and stoop, kneel, crouch. The employee must regularly lift and/or move objects up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Travel**

Travel is primarily local during the business day

### **Education/Experience**

The candidate will be enrolled in a graduate program in Public Administration or Policy Analysis.

### **Language Ability**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **Math Ability**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills**

Must be proficient in all Microsoft Office applications and possess extensive Word and Excel skills, and possess the ability to utilize the Internet to conduct research and obtain data.

### **Additional Eligibility Qualifications**

- Candidate must demonstrate strong oral and written communication skills.

- Individual must possess a valid driver's license.
- The ability to: analyze data, problem solve and understand complex situations; to communicate orally and in writing; to establish and maintain effective working relationships with other employees at all levels and the general public, is required.
- Familiarity with local economic conditions, social service agencies and geography is preferred.
- Excellent project management skills
- Possess excellent organizational skills
- Strong command over written and verbal communication
- Excellent interpersonal and presentation skills
- Good understanding of the organization's overall business and its objectives
- Ability to work within a team and provide support to the staff, service providers and contractors
- Ability to perform in cross-functional team approach and job responsibilities
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.

### **Certificates and Licenses**

This position requires no certifications or licenses.

**Interested candidates** should send their resume, cover letter and salary requirements:

Via email:

Currecia Gamble, Director of Outreach and Marketing, [cgamble@wdbco.org](mailto:cgamble@wdbco.org)

OR

Via U.S. Post:

Workforce Development Board of Central Ohio  
Attention: Currecia Gamble, Director of Outreach and Marketing  
1650 Lake Shore Drive, Suite 110  
Columbus, Ohio 43204

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands and may change at any time with or without notice.*