

### **Special Project Intern**

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State Job Code:

**TITLE:** Special Project Intern

**REPORTS TO:** Superintendent or Designee

**SUPERVISES:** N/A

**JOB FUNCTION:** Facilitate and monitor activities related to assigned projects

#### **DUTIES AND RESPONSIBILITIES:**

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- Support projects that help advance District's strategic plan
- Collect and maintain data related to strategic plan's performance measures and provide updates on progress
- Manage multiple, parallel projects using formal project planning techniques
- Monitors and reports status of project implementation and identifies next steps
- Facilitates various project reviews and meetings
- Assists in developing strategic plans, goals and objectives.
- Conduct research and analyzes information regarding assigned projects
- Maintains regular attendance.
- Performs other duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

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- Demonstrate effective organizational skills
- Ability to evaluate program implementation and develop short and long term plans
- Build and maintain positive relationships with key stakeholders
- Ability to produce, analyze, interpret, and summarize data.
- Use technology to support work processes
- Communicate effectively both orally and writing

#### **PHYSICAL DEMANDS:**

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### **Special Project Intern**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

### **EDUCATION AND EXPERIENCE:**

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- Bachelor's degree in business administration, informational technology, economics or related field

### **LICENSES AND OTHER REQUIREMENTS:**

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- Graduate of Fayette County Public Schools

*Original Date: 06/2016*