



STATE GOVERNMENT INTERN (Paid)

General Summary

Paid internships provide work opportunities for students and recent graduates within state government to acquaint them with the variety and nature of available career prospects and to provide work experiences which contribute to the development of knowledge and skills attributable to future job success.

Nature of Work

Paid internships are typically temporary work or service experiences related to the student's major or career goal. The paid internship plan generally involves students working in professional settings under the supervision and monitoring of practicing professionals and the student may or may not receive academic credit for performing the internship. These are temporary, non-benefitted positions.

High School Intern

Jobcode: SGHI87

Pay Band: 35

FLSA Status: Non-Exempt.

Distinguishing Characteristics

Positions allocated to this series are designed to provide high school students, GED/HiSET students or recent high school level graduates, with an introduction to employment with the state of New Mexico. Incumbents will receive training in departmental procedures and at the same time will be assigned productive tasks and assignments in a variety of professional areas. Work is under close supervision. Guidelines include agency policies and procedures.

Recommended Education and Experience for Full Performance

High School Graduate or successful completion of GED or HiSET within the last two (2) years.

*Minimum Qualifications**

Current enrollment in High School curriculum or GED/HiSET education program.

Essential Duties and Responsibilities

- Assists with writing documents, analyzing results, and creating formal reports.
- Performs routine research and investigations.
- Assists in making inspections and conducting routine field and office project reviews.
- May compile project-oriented engineering, social, economic and other technical data necessary.
- Assists in maintaining buildings, grounds, and equipment.
- Assists in conducting scientific research.
- Assists in researching educational and public information programs
- Assists with analyzing trends and developing forecasts.
- Researches issues such as costs or rates.
- Assists with devising methods and procedures for obtaining data needed
- May conduct interviews or surveys and write reports.
- Performs technical work in the acquisition, cataloging, and conservation of resources.
- Assists in customer service for a variety of programs.
- Assists in developing and conducting routine training sessions in an area of specialization and within a well-defined framework.
- Assists with the preparation, review, calculation and reconciliation of financial documents and records.
- Performs standardized work procedures focusing on agency policies and procedures, state and federal laws, rules and regulations and administrative techniques.

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- Assists team members/customers to produce results within the organization.
- Performs at a limited level of complexity, problem solving and/or accountability.

College Undergraduate Intern

Jobcode: SGCI17

Pay Band: 55

FLSA Status: Non-Exempt.

Distinguishing Characteristics

Positions allocated to this series are designed to provide college students, or recent college graduates, with an introduction to employment with the state of New Mexico. Incumbents will receive training in departmental procedures and at the same time will be assigned productive tasks and assignments in a variety of professional areas. Work is under supervision. Guidelines include agency rules, regulations, and supervisory instructions.

Recommended Education and Experience for Full Performance

Completion of at least four semesters (or equivalent) at an accredited college or university within the last two (2) years. A cumulative grade point average of at least a 2.5 on a 4.0 scale.

Minimum Qualifications

Currently enrolled in an accredited college or university.

Essential Duties and Responsibilities

- Assists with writing documents, analyzing results, and creating formal reports.
- Performs routine research and investigations.
- Assists in making inspections and conducting routine field and office project reviews.
- May compile project-oriented engineering, social, economic and other technical data necessary.
- Assists in maintaining buildings, grounds, and equipment.
- Assists in conducting scientific research.
- Assists in researching educational and public information programs
- Assists with analyzing trends and developing forecasts.
- Researches issues such as costs or rates.
- Assists with devising methods and procedures for obtaining data needed
- May conduct interviews or surveys and write reports.
- Performs technical work in the acquisition, cataloging, and conservation of resources.
- Assists in customer service for a variety of programs.
- Assists in developing and conducting routine training sessions in an area of specialization and within a well-defined framework.
- Assists with the preparation, review, calculation and reconciliation of financial documents and records.
- Performs standardized work procedures focusing on agency policies and procedures, state and federal laws, rules and regulations and administrative techniques.
- Assists team members/customers to produce results within the organization.
- Performs at a limited level of complexity, problem solving and/or accountability.

Graduate School Intern

Jobcode: SGGI20

Pay Band: 60

FLSA Status: Non-Exempt.

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Distinguishing Characteristics

Positions allocated to this series are designed to provide graduate level college students, or recent graduates, with an introduction to employment with the state of New Mexico. Incumbents will receive training in departmental procedures and at the same time will be assigned productive tasks and assignments in a variety of professional areas. Work is under supervision. Guidelines include agency rules, regulations, and supervisory instructions.

Recommended Education and Experience for Full Performance

Completion of at least two (2) semesters (or equivalent) of a graduate level program at an accredited college or university within the last two (2) years. A cumulative grade point average of at least a 2.5 on a 4.0 scale.

Minimum Qualifications

Currently enrolled in a Graduate School Program at an accredited college or university.

Essential Duties and Responsibilities

- Writes documents, analyzes results, and creates formal reports.
- Performs routine research and investigations.
- Makes inspections and conducts routine field and office project reviews.
- May compile project-oriented engineering, social, economic and other technical data necessary.
- Conducts scientific research.
- Researches educational and public information programs.
- Analyzes trends and develops forecasts.
- Researches issues such as costs or rates.
- Devises methods and procedures for obtaining data needed.
- Conducts interviews or surveys and writes reports.
- Performs technical work in the acquisition, cataloging, and conservation of resources.
- Provides customer service for a variety of programs.
- Develops and conducts routine training sessions in an area of specialization and within a well-defined framework.
- Prepares, reviews, calculates and reconciles financial documents and records.
- Performs standardized work procedures focusing on agency policies and procedures, state and federal laws, rules and regulations and administrative techniques.
- Performs at a higher level of complexity, problem solving and/or accountability.

Bargaining Unit: Not Represented

Statutory Requirements: *Student must have reached age 16 by June 1.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each agency's *utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Established: 3/22/2019

Revised:

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties outlined by this classification descriptor. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.