



Town of Bluffton, SC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Internship (Part-Time)

To apply for an Internship at the Town of Bluffton, please submit your resume, application for employment and cover letter.

Your cover letter must indicate what weeks you are available to work from 6/3/2024– 9/2/2024 and which of the following Departments you are interested in and why:

Department: Finance, Business License, Human Resources, CIP/Watershed, Planning and Police Department

Pay Grade: 1

FLSA Status: Non-Exempt

JOB SUMMARY

The Town of Bluffton recognizes that an internship experience can be valuable to a student's educational development and can bring the Town of Bluffton added value to assist in a variety of assignments. The Internship will provide work experience to students to expand and explore potential career options. It will also provide the Intern an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the work that is associated with a government municipality. Generally, the Intern will provide administrative assistance and support for projects and tasks assignments to departments at the Town of Bluffton. The tasks will vary depending upon the assigned department.

ESSENTIAL JOB FUNCTIONS

- Assist Town of Bluffton department(s) with various tasks.
- Manage assigned projects to meet deadline demands.
- Provide administrative support to Department staff members to include, but not be limited to, copying, scanning, faxing, delivering, organizing or other duties associated with administrative tasks.
- Conduct on-line research.
- Organize materials or items for events and assist with set-up and breakdown.
- Compile information into spreadsheets or documents.
- Prepare reports and information for meetings.
- Perform Emergency or disaster related duties if needed.
- Perform other duties as apparent or assigned.

QUALIFICATIONS

Education and Experience: Prefer undergraduate or graduate college students or individuals who have graduated in the past year or less.

Licenses or Certifications:

Valid South Carolina driver's license.

Special Requirements:

Must pass drug screen test.

Knowledge, Skills and Abilities:

The successful candidate must have excellent writing skills, communication skills, and a positive attitude. A good understanding of the social media sites such as Facebook, LinkedIn, Twitter and similar sites would be beneficial. Knowledge of standard office practices, procedures, equipment, and office assistance techniques; knowledge of business English, spelling and arithmetic; ability to read and understand basic Town and State policies and procedures of limited scope and difficulty; ability to type accurately at a reasonable rate of speed; ability to operate standard office and computer equipment; ability to establish and maintain effective working relationships with associates and the general public.

PHYSICAL DEMANDS

This work requires the occasional exertion of up to 20 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work will generally be in an office setting however, some assignments, depending upon department, will include tasks and projects outside; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and observing general surroundings and activities; work may have exposure to environmental conditions for outside assignments; work is generally in a light to moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

WORK ENVIRONMENT

Duties are performed primarily in a moderately noisy business office with copy machines, phones, and printers along with some light foot traffic.

The Town of Bluffton has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

The Town of Bluffton commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.