1. **Name of Host:** Tompkins County Government/Department of Administration.


3. **Internship Position Name/Title:** Assignment No. 2014.02—Program Assistant Intern

4. **Internship/Project Context:**
   Under the supervision of the Deputy County Administrator (DCA), perform a variety research, analytical, and administrative tasks as assigned to support the following ongoing initiatives:
   - **County Compliance Program:** policy updates; training product updates; presentation development; meeting management.
   - **Grants Development and Management Center:** Web content research and development; grant proposal development; application tracking; information dissemination.
   - **Workforce Diversity and Inclusion Program:** Web content research and development; climate survey research and coordination; policy updates; Reading & Discussion Program support; meeting management.

5. **Internship Position Description:**
   Most project work will be managed independently, requiring occasional verbal review and/or approval by the DCA. General responsibilities related to the above-referenced initiatives include researching and organizing technical, statistical, and specialized data from a variety of sources; spreadsheet development to facilitate data interpretation; report development; Web content development and management; composing and revising a variety of correspondence and informational material; designing and preparing PowerPoint presentations; meeting coordination, including agenda development, soliciting/tracking participant availability, confirming meeting accommodations, and preparing handouts; and interacting with various County staff, elected officials, and local community leaders.

6. **Basic Qualifications and Preferred Experience:**
   - Computer proficiency in a Windows environment using MS Office, spreadsheets and databases.
   - Exceptional interpersonal skills, integrity, respect for confidentiality, sound judgment and decision making skills.
   - Ability to interact with all staff levels and with elected and appointed local government officials.
   - Strong written and oral communication skills and the ability to effectively present information in oral, written and graphic form.
   - Familiarity with any of the following topics a plus, but not required: regulatory compliance; grants planning and proposal development; workplace diversity management.
   - Highly organized with the ability to re-prioritize work in short notice.
   - Solid time management skills with the ability and willingness to multi-task.
   - Self-motivated and able to grasp new concepts quickly.
   - Keen interest in Web content management is a plus.
- Working knowledge of general office administration and appropriate business etiquette.
- Experience in a local government work setting is a benefit, but not required.

7. **Internship Schedule:**
It is the expectation of the CALS NYS Internship Program that interns will devote 32 hours (80%) of a standard 40-hour work week to the responsibilities of their position and 8 hours (20%) to the community engagement project. It is preferable that the 20% release time be taken either in one eight-hour day or two, 4-hour half days. The host will work with the intern to meet this expectation.

8. **Expected Outcomes (for intern):**
- General understanding of local government oversight and administration
- General understanding of local government programs and services
- Funding sources specific to local government programming and services, and funding distinctions between Federal, State, and Foundation grant programs
- General understanding of regulatory compliance and the components of an effective local government compliance program
- General knowledge of administrative policies specific to local government
- General understanding of workforce diversity management planning.

9. **Location of Assignment:** 125 East Court Street (Old Jail Bldg.), 3rd Floor, Ithaca, NY.

10. **Other:**
All interns are required to sign a Waiver and Hold Harmless Agreement that (a) holds harmless Tompkins County, its employees, volunteers, other participants, and elected officials for any bodily injury or property damage that is not the direct result of the negligence of Tompkins County, and (b) requires appropriate handling of any confidential information encountered as part of assigned work responsibilities.