

VACANCY ANNOUNCEMENT

Job Title: College Interns **Department:** All Departments
Opening Date: February 1, 2025 **Closing Date:** Until filled
Shift: Temporary position – Full-time Immediate
Salary Level/Range: \$20.00 / Entry Level

SUMMARY: Under general supervision, but in line with established policies and procedures as defined by the Workforce Solutions Greater Dallas. Interns will experience a career in the workforce industry which includes but not limited to contract, communication, procurement and project management.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential functions of this position should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description. Assist workforce departments (contracts, communications, procurement and project management) with the following responsibilities:

- A. Gain valuable on the job experience in a variety of non-profit functions.
- B. Facilitate project initiation and completion during the summer months.

SUPERVISORY RESPONSIBILITIES

This position reports to the immediate supervisor over each project of department initiative within established Workforce Solutions Greater Dallas, State and Federal guidelines and regulations under general guidance and supervision and according to agency procedures and policies. The position has no staff supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school degree or equivalent; must be enrolled in an accredited university/college program.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business materials.

MATH SKILLS

Ability to work with mathematical concepts. 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 support conclusions.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Microsoft Suite Products including Word, Excel, PowerPoint, and Publisher. Preference to candidates who also have extensive experience using Adobe Suite Products, Adobe InDesign or comparable publisher software.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

TRAVEL – Minimal

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individual performs duties in a standardized office environment. The noise level in the work environment is usually moderate.

TO APPLY: email (hr@wfsdallas.com) or bstein@wfsdallas.com resume and salary requirement to: Workforce Solution Greater Dallas, ATTN: H.R. Department, 500 N. Akard Street, Suite 3030, Dallas, TX 75201. You may also apply via www.workintexas.com. Applicants who are invited to interview for the position will be required to also complete an employment application. Information contained in resumes and letters of application is subject to verification by Workforce Solutions Greater Dallas. Workforce Solutions Greater Dallas is an EEO/AA/Drug Free Workplace Employer and complies fully with the Americans with Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals with disabilities. WFSDallas is a proud partner of the American Job Center Network and an EEO/AA/ADA Employer. 100% of paid costs would be from Federal Funds.