



# College Student Paid Internship

Stanislaus County

\$16.50 - \$20.07 Hourly

Applications will be accepted on a continuous basis and reviewed on an "as-needed" basis as departments needs arise.

# ABOUT THE COUNTY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 552,878 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

*Interested in learning more about the  
College Student Paid Internship?  
Scan the QR code or visit [www.stancounty.com](http://www.stancounty.com)*



## THE POSITION

A College Student Internship with Stanislaus County can offer a unique, hands-on experience that can complement classroom knowledge and serve as a foundation to launch a successful public service career. Participants can gain real work experience by being responsible for projects in their area of interest while positively impacting the community and residents of the County.

College Student Interns assist professional and technical employees in the performance of their duties under close supervision. The College Student Internship is designed to provide on-the-job training and experience while participants obtain their degree. We will help you to gain experience in building employment skills and establishing a professional network while continuing your education. Student Interns can be used throughout the calendar year depending on the needs of the department.



# WHY WORK HERE?

- Explore different career paths within public service and identify areas of interest for your future.
- Build a strong foundation for a public service career by gaining exposure to county operations and services as part of one of the area's largest employers, with over 4,700 employees across more than 27 departments providing vital public services.
- Learn about the workings of local government and how it impacts the community, preparing you for a career in public service.
- Work under close supervision with professional and technical employees who provide mentorship and guidance to grow within your internship and prepare for future career opportunities.
- Enjoy a work schedule designed to accommodate your academic commitments, allowing you to balance work and school effectively.
- No matter your role, you'll be part of a welcoming team that values your contributions and provides opportunities for professional growth.



Gain **valuable** experience in your field of study!

*Develop real-world skills in...*



Law Enforcement  
Operations



Public Health  
Programs



Professional  
Networking



Community  
Engagement

# THE TYPICAL TASKS

## **For positions with a clerical emphasis**

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers;
- Answer telephones, direct calls, and take messages;
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints;
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer;
- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using technology;
- Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions;
- Complete and mail bills, contracts, policies, invoices, or checks;
- Process and prepare documents, such as business or government forms and expense reports;

## **For positions with community partner emphasis**

- Meet regularly with designated population;
- Act as a liaison between designated population and public entities;
- Create, plan and carry out activities that provide information, encouragement and support;
- Demonstrate a commitment to quality customer service by interacting with customers in a friendly and helpful manner, referring questions to appropriate staff;
- Provide information and referrals regarding available services within the community;
- Search and compile data necessary for the preparation of various departmental reports;
- Participate in meetings and outreach events;
- Keep accurate records and input data into an automated computer system;
- Complete necessary paperwork timely and accurately;

## **For positions with public information emphasis**

- Participate in meetings, outreach events and give public presentations;
- Follow up on messages from residents or members of the media;
- Social media, digital communication and photography;
- Draft press releases and edit web site content;
- Copy editing and written report preparation;
- Participate in the development and implementation of marketing and public relations plans;
- Assist in developing, maintaining and expanding marketing channels to stakeholders;

*For the full job description, including the typical tasks, scan the QR code or click [here](#)*





# EDUCATION & EXPERIENCE

To qualify, you must meet the following requirements:

- Currently be a junior or senior in college; and
- Currently be enrolled in a four-year degree program; OR
- Be enrolled in the last semester of a two-year degree program; OR
- Be enrolled in a graduate program; OR
- Be enrolled in college level coursework and have special measurable technical skills.

In addition to the above:

- Must have a letter of recommendation from an instructor at the educational institute in which you are currently enrolled; AND
- Must have a current cumulative GPA of at least 2.5.

Applicants must provide the following at time of submitting application to be considered:

- Copy of full-time enrollment schedule; AND
- Letter of recommendation from instructor at the educational institute in which you are currently enrolled; AND
- Copy of last grade report with cumulative GPA.

## MINIMUM QUALIFICATIONS

### KNOWLEDGE

- Administrative
- English Language
- Customer and Personal Service
- Communication and Media

### SKILLS/ABILITIES

- Information Ordering
- Problem Sensitivity
- Category Flexibility
- Deductive Reasoning
- Inductive Reasoning
- Selective Attention

*Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6341 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.*



## **CLASSIFICATION INFORMATION**

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non-benefited except for participation in a 401a program.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

## **APPLICATION PROCEDURES/FINAL FILING DATE: Continuous**

Applications will be accepted on a continuous basis.

Stanislaus County has the right to discontinue accepting applications at any time without notice. Applicants whose qualifications best match the available work assignments may be contacted for an interview by a departmental representative. Applications are reviewed on an "as-needed" basis as departments needs arise. After six (6) months, the application is inactivated, but you may reapply to the program. If additional information is required or your application is accepted into the program you will receive an email. College Student Paid Interns are subject to student status verification bi-annually every August and February and are expected to participate in a competitive recruitment to continue employment with Stanislaus County once they are no longer eligible for a paid internship.

**Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.