



*Classification Specification for Students*  
Developed for Equal Opportunity

**OSU TITLE CODE (FLSA STATUS): 8090 (NON-EXEMT)**  
**CLASSIFICATION TITLE (PAY RANGE): STUDENT INTERN (00)**

**Reports to: Designated Official**

**Function Statement:**

Positions must provide students with an opportunity to apply their education in a real life work environment. Students should undertake projects that contribute to the advancement of the unit's goals and objectives and be involved in activities that are educational and conducted for the growth and development of the student.

**Characteristic Duties:** *(These duties are illustrative only.) Incumbents may perform some or all of these duties or other job-related duties as required.*

The students will be assigned a broad range of duties, which align with the business goals of the unit.

**Students may:**

Gather and organize data, statistics and information.

Assist in the monitoring, coordination and administration of projects/programs within the unit.

Assist with or conduct research.

Assist with organizing departmental projects/programs.

Work in collaboration with faculty and staff in support of the department/program.

Perform other duties as needed.

*This description is intended to indicate the kinds of tasks and levels of work that will be required of positions assigned to this classification and shall not be held to exclude other related duties which are not mentioned.*

**Supervision Exercised:**

N/A

**Qualifications (including license, if any):**

An internship program should be documented and on file in the employing unit. The duration of this type of appointment typically should not exceed one year.

Students must be enrolled in a degree-granting program. May require experience operating personal computer and other office equipment; may require a valid driver's license; may require education in the respective field; may require certification; may require knowledge of and experience with specific software packages.