



Position Description

Position Title:	Intern	Date (Month/Year):	January 1 st , 2019
Incumbent's Name:		New or Updated:	Updated
Reports To:	Gauree Patel	Written By:	
Department/Initiative:	CGI Commitments	Manager Approval:	
Site Location:	NY Midtown	Budget Owner Approval:	Lissy DeSantis
Job Level:	Choose an item.	FLSA Status (US Only):	Non-Exempt
Approvals:	<input type="checkbox"/> Initiative Head	<input type="checkbox"/> CHRO	<input type="checkbox"/> Executive VP <input type="checkbox"/> CEO

JOB SUMMARY

Describe the primary purpose of this position, including scope and impact.

The purpose of this position is to serve as an intern at the Clinton Foundation. S/he will be assigned tasks that will enable him/her to enhance key skills to support career growth and development. S/he will be paired with a mentor to help with future growth and will need to be proactive in fostering a strong mentor/mentee relationship. S/he will also develop a final project in collaboration with his/her manager.

ESSENTIAL FUNCTIONS

Primary accountability for specific functions and results. List by order of importance. Minimum % per function 10%

Rank	Describe Essential Functions	Approx. % of Time
1.	<ul style="list-style-type: none"> Complete tasks and projects as assigned in an effort to gain transferable skills that will enhance career growth and development Work collaboratively within his/her department to support the team, solve problems and achieve results Proactively seek ways to add value to his/her team while seeking to enhance personal career endeavors Conduct research Draft and format written deliverables, presentations and other communications materials as may be assigned Conduct collection and analysis of data Assist in project coordination; developing and organizing projects Assist with external communications 	40%
2.	<ul style="list-style-type: none"> Work closely his/her department to complete a special project involving tasks listed in Function 1. Present final project to his/her department and the intern class 	40%
3.	<ul style="list-style-type: none"> Attend training sessions and events as scheduled and assigned Collaborate with assigned mentor and manager per personal and professional development needs Network with fellow interns and staff to foster collaboration Comply with Foundation policies and procedures Establish effective ways to remain organized and engaged Other duties as requested by the Foundation 	20%
Total must equal 100%		100%

ADDITIONAL RESPONSIBILITIES AND OCCASIONAL DUTIES

- Other duties as assigned.

SUPERVISORY RESPONSIBILITY

Positions Reporting to This Position

Authority that can be exercised in this position:

	Primary	Shared	N/A
• Hiring/Firing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Approving Expenditures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Ability to Promote or Affect Subordinate Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Changing Operating Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Changing Subordinate Job Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Setting Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

QUALIFICATIONS

1. Education (Minimum Needed and Type of Degree Needed):

- Minimum Required: HS Diploma; Current students in an accredited college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate. Major course of study will vary.

2. Work Experience (Minimum Needed):

- Minimum Required: N/A

3. Specialized Knowledge Needed for Performance of Job:

- Interested in public service and the work of the Foundation is preferred
- Knowledge of and/or experience with data collection, entry, and analysis

4. Skills (e.g. Level of Judgment Required, Ability to Direct, Work Independently, Multi-Task, etc.):

- Strong work ethic
- High-level of attention to detail, Strong organizational skills
- Self-motivated with a “can do” attitude
- Ability to work both independently and collaboratively
- A high level of responsibility and commitment to completing tasks
- Professional demeanor

5. Special Skills (Technical or Advanced)

- Proficient in Word and Power Point
- Strong Excel skills (Vlookup, If Statements, Data Tables, Formatting/Conditional Formatting, etc.)
- Data analysis (preferred, but not required)
- Programming (Python, Java, etc.) (preferred, but not required)

6. Other (Communication Skills, Mechanical Aptitude, Math Skills, Learning Skills, or Other Specific Skills Required):

- Excellent oral and written communication skills

7. Additional Comments

- Enter comment or select from list
- Enter comment or select from list
- Enter comment or select from list

ESSENTIAL PHYSICAL DEMANDS (DELETE ANY THAT DO NOT APPLY)
Occasional (0-35%) / Frequent (36-65%) / Constant (66-100%):

- Office Environment: Constant computer work requiring repetitive motion, prolonged sitting and sustained visual/mental demands. Occasional lifting, bending, pulling, collating, and filing, some of which may be heavy (>15 lbs.) and require use of carts.
- Choose an item.

ADMINISTRATIVE DATA

Position Specifications	Yes	No
Is the position's primary duty managing the Foundation, an Initiative or Department, or a subdivision of an Initiative or Department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does it regularly direct the work of at least two or more other full-time employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does it have the authority to hire or fire employees? Are its recommendations on hiring, firing, advancement, promotion or the like given particular weight?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the position's primary duty performing office or non-manual work directly related to the management or general business operations of the Foundation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does it include the exercise of discretion and independent judgment with respect to matters of significance? (Note: simply making or losing money is not considered adequate.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the position's primary duty work that requiring advanced knowledge? (i.e. is predominantly intellectual and requires consistent exercise of discretion and judgment.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does this knowledge require a prolonged course of specialized intellectual instruction? (Note: having an advanced degree doesn't signify – it must be <i>required</i> for the role.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the position's primary duty work requiring invention, imagination, originality or talent in a recognized field of creative endeavor? (Only applicable in Communications group)	<input type="checkbox"/>	<input checked="" type="checkbox"/>