



**POSITION DESCRIPTION**

<b>JOB TITLE: Management Intern</b> Job Class:	
<b>DATE</b>	Office of the Superintendent OR Office of the Chief _____
<b>BARGAINING UNIT: LTE – (maximum two year assignment)</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule: N/A</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> Assists with working on special projects for Milwaukee Public Schools (MPS). Researches and evaluates various aspects of assigned department. Publishes MPS information to the public in a variety of formats. Responds to questions from the public. Monitors compliance with the department and district policies and procedures.</p>	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent’s time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Conducts research and special projects within Milwaukee Public Schools (MPS). Presents information to appropriate staff members, identifies critical findings and responds to questions.
2. Conducts research in response to inquiries received and resolves problems. Gathers and analyzes information and communicates findings to department and to stakeholders.
3. Monitors compliance with the district’s policies and procedures to include *governing professional service contracts, construction contracts and HUB requirements. (Change to department specific tasks).*
4. Monitors compliance with Board policies, develops reports of findings and recommends methods for improvement.
5. Distributes and publishes information on the MPS portal, in MPS news releases or in letters to MPS stakeholders and the public.
6. Works collaboratively with various district offices on the implementation of joint ventures or proposals.
7. Assists with researching and updating technology.
8. Conducts various department-related studies on an as-needed basis.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the department leader.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

**JOB REQUIREMENTS:** 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in from an accredited college or university.

**Experience Requirements**

Previous experience working in a large, multi-level company is desired.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills and outstanding analytical skills are essential. Effective research skills including the ability to analyze complex issues and present findings. Must be proficient in MS Office and have knowledge of various databases. Must be able to work effectively under time constraints. Must be able to handle multiple projects and see them through to completion. Ability to work cooperatively as well as independently is necessary.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**