



POSITION DESCRIPTION

JOB TITLE: Management Intern Job Class:	
DATE	Office of the Chief of Staff
BARGAINING UNIT: LTE – (maximum two year assignment)	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: N/A Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Assists with working on special projects for Milwaukee Public Schools (MPS), especially those in support of the MPS Strategic Plan. Provides significant support to the Manager of Strategic Plans & Special Projects in the areas of research, analysis, project design and evaluation.	

ESSENTIAL FUNCTIONS:

1. Supports the development of strategic projects from start to finish, including research and analysis, design, monitoring, data extraction, and reporting.
2. Analyzes data and identifies trends to inform projects and make recommendations for action.
3. Creates/analyzes process workflows to increase efficiency and cross-functional collaboration.
4. Presents information to appropriate staff members, identifies critical findings, responds to questions and problem solves to overcome challenges.
5. Communicates across departments to build consensus and collaborate around common goals; provides support to Chief of Staff partnerships and customer service department as needed.
6. Supports internal communication improvement projects, to include crafting and publishing internal communications information and/or drafting external communications documents.
7. Assists with digital transformation (i.e., Smartsheet integration) and data entry into Excel.
8. Monitors compliance with the district’s policies and procedures, developing reports of findings and recommendations for improvement.
9. Provides support with meetings, such as scheduling, agenda building, facilitation, minutes and follow-up tasks.
10. Works collaboratively with various district offices on the implementation of joint ventures or proposals, such as support to strategic planning teams and advisory committees.
11. Actively supports the MPS Strategic Plan.
12. 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 (education, public policy, public administration or business administration preferred) from an accredited college or university.

Experience Requirements

Previous experience working in a large, multi-level company is desired. Strategic planning, project management, or performance measurement experience is a plus.

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.
- Effective presentation skills including ability to build effective presentations.
- 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.