



Administrative Trainee

Class Code 5255

Date Established 09-16-66

Date Revised 01-01-78

Occupation Index Reference H-1

DEFINITION:

Under immediate supervision as a trainee, assists with the more routine phases of administrative, staff, or technical work and participates in training in order to learn work processes and techniques.

DISTINGUISHING CHARACTERISTICS:

The class of Administrative Trainee is a recruiting and training class for persons qualified to learn the administrative and management methods or technical phases of work in the State University and Colleges as a background for advancement in the system. Promotion will be to the junior level classes in fields such as personnel, budget analysis, administrative analysis, research, and similar specialized areas. Academic training in one or more of such management fields though not essential will be helpful. Advancement to higher classes will require that such knowledge shall have been gained by training or experience.

Examples of Typical Activities:

The incumbents of positions in this class study the principles and techniques used at the campus or office to which appointed and under close guidance apply them in assigned phases of work; assist in gathering information and in making special surveys, studies, and investigations; prepare recommendations based on studies or surveys; assist in writing technical reports on and descriptive summaries of problems studied; make comparative analyses of minor phases of rules and procedures; interview and consult with others as appropriate; dictate correspondence; take after-hours courses necessary to round out academic training and work with increasing independence and/or undertake more complex tasks as skills and knowledges increase.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Familiarity with and understanding of current social, political, economic, and scientific developments and trends; working knowledge of methods and problems of organization, administration, and management; working knowledge of research techniques and simple statistics.

Ability to collect and compile a wide variety of standardized data; ability to identify and obtain information from outside resources; ability to reason logically, draw valid conclusions and make appropriate procedural recommendations; ability to read comprehensively; ability to participate effectively in conferences and interviews; ability to speak effectively and write in a clear, concise form; ability to establish and maintain cooperative working relationships with others.

and

Education:

Equivalent to graduation from a four-year college or university.

Work Week Group: 4A

Premium O/T: No

Shift Differential: No

Employee Category: Administrative