

Classification and Qualification STANDARDS

Confidential Intern

Class Code: 1293

Date Established: 10-01-96

Date Revised: 03-28-03

FLSA: Non-Exempt

Classification retitled from Management Intern: 11-02-2021

OVERVIEW:

The Confidential Intern performs confidential administrative work of an introductory yet sensitive nature in preparation for career advancement to more responsible and specialized management positions in such areas as business administration, finance, employee relations, human resources, facilities management, student services, or education research. Work assignments are well defined and subject to continuous review of progress and results.

The Confidential Intern assists management with administrative matters that are highly sensitive and confidential in nature, requiring access to a variety of sources of information, including information which directly relates to official collective bargaining negotiations or strategies, executive personnel matters, and confidential and/or sensitive progress reports of campus programs and projects.

Positions assigned to this classification are usually temporary and/or part-time. There is no probationary period associated with this classification and incumbents do not obtain permanent status.

This classification has been designated as “confidential” in accordance with the provisions of the Higher Education Employer-Employee Relations Act (HEERA). According to HEERA, an employee is designated as “confidential” if he or she is “required to develop or present management positions with respect to meeting and conferring or whose duties normally require access to confidential information which contributes significantly to the development of those management positions.”

ENTRY QUALIFICATIONS:

To enter this classification, a basic foundation of knowledge of the theory and principles of organization and management, research methodology, principles of grammar and composition, elementary statistics, and the principles and practices of the field of study associated with the position is a prerequisite. The foundation normally would be obtained through a bachelor’s degree, participation in a formal training or internship program as part of a college degree requirement, or equivalent training and applicable experience. In addition, the incumbent should have the ability to learn the principles and practices of public administration, write clearly and concisely, conduct supervised research, follow formulas in computing statistical measures and work effectively with others.