

Intern Division of Private Occupational Schools

Colorado Department of Higher Education

POSTING DATE: December 3, 2021

CLOSING DATE: Open until filled

COMPENSATION: \$15.00/hour

DESCRIPTION OF JOB:

To gain a better understanding of private occupational schools, their educational services, and the statutes and rules in place to protect the citizens of this state against fraudulent or substandard private occupational schools. To gain formal business setting experience.

Essential Duties & Responsibilities

Working primarily in the office with safety precautions - projects including but not limited to organizing and preserving essential student records in accordance with state record retention requirements and assisting with the implementation of the Division's new online school data management system. Duration of internship will be 6-9 months.

REQUIRED QUALIFICATIONS:

Competencies

- Resourceful and able to take initiative in a changing environment
- Knowledge of basic office equipment and software (Microsoft Word, Excel, Outlook, Teams).
- Strong organizational and time management skills
- Communicating - The ability to convey detailed information to clients, coworkers or the public with accuracy and in a professional manner.

Education

- High School Diploma or GED
- Ongoing post-secondary coursework.

WORKING CONDITIONS

This position primarily works in the office with necessary safety precautions in place. Works in normal office environment. Must be able to independently lift and carry 25 lbs.

As a condition of employment, effective September 20, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or submit to twice weekly serial testing. This offer is therefore contingent upon your attesting to your vaccination status with proof of vaccination within three (3) business days of first day of work, or participating in twice-weekly serial testing for COVID-19. Testing will take place in-person and will be considered paid work time. Be advised that “fully vaccinated” means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine, as defined by the State of Colorado’s Public Health Order and guidance issued by the Colorado Department of Public Health & Environment

Benefits:

- Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.