



Job Description

High School Intern (CYFD #26294 Part Time/Job Share)

Job ID	107736
Location	Santa Fe
Posting End Date	08/24/2019
Agency	Children, Youth & Families Dpt
Full/Part Time	Part-Time
Regular/Temporary	Regular - PERM for State
Job Posting Type	Standard Requisition

For more Job Requirements & Classification Description: [Click Here](#)

Salary

\$8.65 - \$15.05 Hourly

\$17,993 - \$31,303 Annually

This position is a Pay Band 35

Why does the job exist?

The High School paid internship is a great opportunity to acquaint full-time high school/GED students with the variety and nature of available career prospects and to provide work experience within state government.

How does it get done?

This position will be responsible for providing basic administrative support to the agency and the Office of the Secretary, by conducting research, preparing statistical reports, handling information requests and performing basic clerical functions such as preparing correspondence, arranging conference calls, receiving visitors, and scheduling meetings.

Interns may have the flexibility to work part time during school weeks and full time during school breaks.

THIS IS A PART-TIME/JOB SHARE POSITION.

Who are the customers? Office of The Secretary

Minimum Qualification

Current enrollment in High School curriculum or GED/HiSET education program.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some sitting, standing, bending and reaching may be required.

Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Lisa Fitting (505) 476-0341 [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position: This position is not covered by a collective bargaining agreement.