

**INTERN
R99999****DESCRIPTION OF OCCUPATIONAL WORK**

Under direct supervision, interns are introduced to a variety of career opportunities in public service. Internships provide opportunities for students to gain first-hand experience, knowledge and understanding of governmental processes through various fields. An internship opportunity gives students insight into considering a future career within state government and allows them to apply classroom knowledge to real-world situations and to obtain valuable real work experience and networking opportunities through a professional work setting in a variety of occupational fields consistent with the student's academic major, area of interest, degree or career objectives.

Internships are allocated to a singular classification; within the classification there are three levels of internships with three different ranges of compensation available depending on major/field of study. State Personnel will work with the agency to determine the appropriate level for an internship. Internships may be paid or unpaid, and students are able to earn academic credit if necessary.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Interns are temporary positions which may be assigned to various agencies within the State of Nebraska. The Intern works under the direct supervision of a permanent employee and is intended to assist agencies to achieve their work objectives while giving on-the-job experience to current college students or recent graduates that are interested in pursuing a career in the public sector. Internships may be paraprofessional, technical or administrative in nature based on agency assignments. Job duties will vary based on position assigned and field of study.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Learn about government functions and public administration, gaining exposure to policymaking, service delivery and civic engagement. Attend meetings, workshops or training sessions.

Perform general office tasks such as answering phones, routing emails, and handling routine correspondence. Creating spreadsheets, charts, or presentations. Providing support to various staff as needed across different teams

Provide administrative support which may include organizing files, documents or records; assisting in scheduling meetings or coordinating calendars; preparing agendas for meetings and taking meeting notes; assisting with data entry, tracking and updating internal systems; and operating a computer and standard office software.

Assist with research and reporting which may include gathering and analyzing data related to government programs or policies; conducting background research on issues relevant to the department's work; and assisting in the preparation of reports, briefings, or summaries

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Support department programs and projects which may include tracking program metrics or performance data; assisting in researching grants and in preparing grant applications; coordinating with local agencies or nonprofit partners; supporting evaluations of program effectiveness and assisting with implementation of pilot initiatives.

Assist with public outreach and communications which may include drafting content for public materials, newsletters, or websites; assisting with event coordination or public engagement efforts; responding to basic public inquiries or helping with constituent services.

Participate in field work to include inspections or site visits which may include collecting survey or field data.

Maintain accurate logs and basic written records of work performed. Comply with all agency rules, regulations, policies and safety procedures.

Interact with agency staff and the public in a collaborative and customer service-oriented manner.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Methods and techniques of research, analysis and report preparation; modern office procedures, methods and computer equipment and applications; applicable Federal, State and local laws, codes and regulations, including administrative policies and procedures.

Ability to: Learn basic principles of state government; understand and follow written and oral instructions; organize and complete detailed assignments; communicate clearly and concisely, both orally and in writing; collect, review and summarize information; operate computer terminal and standard office software; maintain files, logs and records of work performed; follow proper safety rules and procedures.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Currently enrolled in an undergraduate or graduate degree program at an accredited college or university (two-to-four-year institution) OR recently graduated (within one year) from an undergraduate or graduate degree program at an accredited college or university (two-to-four-year institution).

LEVELS OF INTERNS AND COMPENSATION: (These are the current compensation ranges for each level of Intern.)

Agencies may offer paid internships within the Intern I compensation range without needing prior approval.

*Agencies requesting **Intern II or III** will need to submit the **Determining the Project** form as well as justification for the requested level to State Personnel, Classification and Compensation team for appropriate level determination.*

Level	Minimum	Maximum
Intern I	\$13.500	\$15.000
Intern II	\$15.001	\$18.500
Intern III	\$18.501	\$23.000

****Unpaid Interns will utilize N99999***

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

[Established: 08/25](#)

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Title	Changed Title from SOS Student Intern to Intern	8/2025
All Sections	Created specification	8/2025