



POSITION DESCRIPTION – AUGUST 16, 2008 PLACEMENTS

Agency: IL Emergency Management Agency

Division: Nuclear Safety/BRS/Radon Program

Agency Website: www.radon.illinois.gov and www.state.il.us/iema

GPSI Position Title: Radon Program Intern

GPSI Position Code: 102

AGENCY VEHICLE: The State of Illinois Auto Liability Self-Insurance Plan that covers state agencies extends to cover GPSI interns as long as interns are driving the state vehicle as a part of state business for the placement agency. Accordingly, will the intern assigned to this placement be required to drive an agency motor pool vehicle to fulfill his/her intern duties?

YES NO

Goals and objectives for the placement:

1. Assist the student in learning about an environmental risk--radon—and how that risk is currently addressed by US and States programs.
2. Offer the student choices of Agency projects that would make suitable Master Degree special studies or thesis subjects.
3. Give the student a positive work experience in which the student quickly becomes qualified through one or more on-line courses and examinations to answer questions from radon measurement and mitigation licensees and the public.
4. The student will become a productive member of the Radon Program working in a team environment with realistic and challenging work experience that will help the student in future work after graduation.

Learning outcomes for the intern based on the goals and objectives: At the end of the approximately 1.5 year work with the Agency, the student will have an in-depth (expert) level of knowledge regarding radon as an environmental hazard and the ability to immediately obtain a license to work as a Radon Measurement Professional and/or a Radon Mitigation Professional anywhere in the USA.

Position Description:

1. Return direct line and hot line telephone requests for information about radon and provide correct information about radon, radon measurements, radon mitigation systems, licensing, fees and dealing with the various other requests for assistance.
2. Assist in the performance of inspections and audits, license application reviews, preparation of licenses, maintenance of license files, administration and processing radon license exams, and evaluation and response to non-conformance reports (NCRs).
3. Prepare and mail informational materials in response to requests.
4. Maintain a current inventory of radon documents; tally the number of documents both total and by category; notify the Radon Program Manager of the need to reorder informational documents, as directed by the Radon Program Manager, in the Intern's monthly report.
5. Write monthly activities report and submit the reports in a timely manner.
6. Tally the number of telephone calls received monthly on the radon hotline and radon direct lines, as directed by the Radon Program Manager, in the Intern's monthly report.
7. Assist in the performance of indoor radon measurements, including preparation of radon measurement result reports.
8. Assist in writing special projects reports, articles, papers, procedures, plans, and in the development of informational documents.
9. Assist with Radon Program projects, such as: manning the Radon Program display while attending state, county, municipal and special interest fairs, home shows and other presentations; mitigation projects; and Radon Program mailings.
10. Other duties as assigned that are reasonably within the scope of the duties enumerated above.

Software Requirements: user experience with Word is necessary. A little user experience with Excel, Access and Power Point is desirable. A little user experience with a laptop and data projector for making presentations is helpful.