

Date: March 15, 2010

Hours: Summer, approximately 30 hours per week

Pay: \$7 - \$10 per hour/ DOE

Description: IT Intern

The incumbent will assist senior IT staff with tasks such as computer hardware/software upgrades and installations, asset management, network connections and telephone installations as well as work with the staff on the projects listed below. Expected workload is 30 hours/week during the summer at a rate of \$7-10/hour (based on experience). Possibility of part-time work after the summer.

Potential Project List

Assist with daily Helpdesk incidents and Client Support projects

Assist in the documentation and labeling of the LAN and WAN connectivity in the site's network/computer center

Assist in verifying/updating the site's telecom wiring database

Document the layout of the computer room and associated equipment racks with Visio drawings

Assist IT staff as needed

Required Skills

General computer hardware knowledge

Windows XP Operating system

Microsoft Office 2003/2007

Preferred Skills

Microsoft Visio

Microsoft Access

If interested, please sign-up below to be considered for an interview.

Name/phone number/email address

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