

Date: March 12, 2010

Hours: Summer, approximately 40 hours per week

Pay: \$8/hour

Description: IT Intern

The candidate for this summer internship will work in the Network Services division of the ITS department. The person selected can/will have the following job duties:

- Assist IT Business agent with procurement. Verify accuracy and completion of IT-related purchases and review the delivery staging area for proper storage.
- Assist in doing inventory control of equipment and supplies used for the first four layers of the OSI network model.
- Support smart classroom technology podiums and equipment. This would be computers, DVD/VCR units, LCD projectors, and document cameras.
- Support housekeeping of IDF/MDF closets. This includes sweeping floors, properly routing cables, and assisting with switch installations.
- Entry-level support of our Cisco Voice over IP (VOIP) telephone system. This could be doing inventory, job shadowing, and possibly activating telephones using TAPS.
- Possibly shadow Director of Network Services to meetings and other events.
- Possibly work with the Desktop team on computers; setup, tear down, installing software, etc.

The candidate should be able to lift 25 lbs. using proper technique. The normal work hours are Monday – Friday 8 a.m. to 5 p.m. Different work times may be set if mutually agreeable.

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

Name/phone number/email address
