

Department of Information Technology & GIS

IT Tech Intern

Role and Responsibilities:

- Setup/Deploy new computers
- Software installations and upgrades
- Network upgrades, Mobile Apps, Database design
- GIS (GIS students only)
- Media relations, answering calls
- Testing Equipment, Inventory Maintenance

Qualifications and Education Requirements:

Must be enrolled in High School, College or Graduate school at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Computer Science, Information Systems, Geography/Geographic Information Systems, Media/Communications, Graphic Design

Preferred Skills:

- Technical Skills: Microsoft Office Suite; Database experience with SharePoint, Access, .Net, .ASP and VB; Computer programming and coding; Video editing and production
- Nontechnical Skills: Desire to learn, ability to work independently, resourcefulness and creativity.

Department: IT/GIS Department

Location: Donald B. Smith Governmental Campus
110 Old Route 6
Carmel, NY 10512

Hourly Rate:

High School Student	\$11
College Student	\$12
Graduate Student	\$13

Schedule: 28 hours/week for 8 weeks