

<b>PURPOSE:</b>	Information Technology Intern
<b>RESPONSIBILITIES:</b>	The Information Technology Intern will have the opportunity to build a foundation for her career as an IT professional. She will assist with providing technical support for computer systems and software applications. This position will provide firsthand experience of cutting-edge systems, hardware, and applications.
<b>CLASSIFICATION:</b>	Full time
<b>DEPARTMENT(S):</b>	Technology
<b>REPORTS TO:</b>	Director of Technology
<b>QUALIFICATIONS AND SKILLS:</b>	<p>The ideal candidate is currently pursuing a bachelor’s degree in MIS (management information system), computer science, engineering or a related field. It is recommended that she have a GPA of 3.0 or above on a 4.0 scale.</p> <p>The applicant should be process- and result-orientated and have relevant coursework and/or projects, strong communication and analytical skills, and established work ethic and ambition.</p>
<b>DESCRIPTION OF DUTIES:</b>	
<p>Translate business requirements into technical specifications.          Provide general help desk support for Microsoft Office products.          Create/edit technical documentation and specifications.          Create and present technical training.          Participate in system testing efforts.          Collect data, perform basic needs analysis, and effectively communicate results.          Work with business and IT resources to resolve data quality issues.          Work on setup and configuration of hardware and software.          Oversee member, volunteer, staff and public interaction.          Assist with preparations and on-site support for Convention and/or Associate Council Seminar as well as other projects in the department.</p> <p>At the end of the summer, each intern is requested to provide a detailed written report that gives specific information about the experience gained and service performed. The intern may be asked to create and present training to the Kappa Kappa Gamma Headquarters staff on a project of her choice. The Director of Technology must approve the topic.</p>	