

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