



Job Title IT Intern Program (multiple positions)

Job Summary This internship is an ongoing position for undergraduate students attending four year degreed programs. The internship includes rotations in multiple IT disciplines:

- Application Development
- Business Process
- Program Management
- Infrastructure Management

Each intern will have an executive counselor and receive performance feedback.

Position Responsibilities The IT Intern works in a team environment but under direct supervision. Depending upon specific area, responsibilities may include the following:

- customer support
- projects
- development
- production support
- documentation and presentations
- reporting

Position Qualifications Required knowledge, skills, and/or experience:

- Is enrolled as an undergraduate in a four year degreed program. All majors welcome and encouraged to apply.
- Has approximately two years remaining before graduation
- Has a 3.0 GPA or higher (or equivalent)
- Demonstrates strong skills in the following areas: interpersonal relationships, ability to work in a team, creative imagination, personal initiative, and ability to influence others
- Possesses knowledge of Microsoft Office products
- Is available to work 15 – 25 hours Monday through Friday during the school year and more during summer if available (some flexibility around class schedule)

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