



INFORMATION TECHNOLOGY INTERN

Duration: December 1, 2020 – end date negotiable
20 – 24 hours per week

PURPOSE & INTENT

To provide the student with a broad introduction to the function and role of Information Technology support within a complex, multi-departmental organization.

ABOUT THE POSITION

The Intern will be assigned several tasks involving I.T. support functions. Interaction with key personnel in the City organization will take place throughout the internship, particularly those staff persons who are regular computer hardware/software users. During this time, the Intern will become familiar with the various departments and department heads within the City, gathering an understanding of the relationships and teamwork among and between each department. In addition, the Intern will learn about and understand the vast involvement that the Information Technology Department professional has in the daily work life of each and every employee.

The Intern will interact regularly with the I.T. Department staff and will participate in various meetings, projects, and tasks involved in the daily operations of the local government entity. The Intern will report to and receive training and direction from I.T. staff.

SUMMARY OF DUTIES

The Intern will be exposed to several operational components of local government from an I.T. support perspective. The focus will be on those things that will make the Intern marketable by gaining experience in areas that promote their course of study. These areas include but are not limited to: helpdesk function/desktop support, troubleshooting, introduction to the function of the City's network, familiarity with and deployment of several hardware and software components, network security issues, and many other relevant workplace topics. It is expected that the Intern will participate as an integral part of the I.T. Department and may from time to time represent the I.T. Department at certain meetings or functions. This is not a job shadow internship; this is participatory!

The ideal candidate will have some exposure to information technology and shall be prepared to support the network users of the City. The individual will be provided adequate direction but should be self-motivated and require little supervision once the tasks at hand are assigned.

TOOLS OF THE JOB

The Intern will be assigned a workspace within the I.T. Department at City Hall, located at 1827 North Squirrel Road at University Drive. A laptop and/or desktop computer will be provided along with everything necessary to support the position.

SELECTION PROCESS

Applicants shall be current students in good standing at undergraduate or graduate level. They shall be enrolled in or have completed a course of study in Management Information Systems degree, or relevant business degree with major in MIS. Undergraduates must have achieved a minimum of junior status and have completed coursework in their major.

The successful applicant will be subject to a background check, confirmation of educational attainment, pass a physical examination and drug screen, and shall not be a tobacco user. A work schedule can be created to accommodate a student who is currently attending college, but such schedule includes 20 – 24 hours per week at the worksite. Those hours must take place between 8:00 a.m. – 5:00 p.m., Monday through Friday. The hourly rate of pay is \$14.00.

APPLICATION PROCESS

Send cover letter, current resume, and a copy of your transcripts (official transcripts not needed at this time) to:

Human Resources

City of Auburn Hills

1827 North Squirrel Road

Auburn Hills, MI 48326

Or to: humanresources@auburnhills.org