



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 or College 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 Campus, 110 Old Route 6, Bldg 3, Carmel, NY

Salary:

High School Student	\$8/hr.
College Student	\$9/hr.
Graduate Student	\$10/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Thomas Lannon

