
STUDENT INTERNSHIP

COOPERATIVE EDUCATION INTERNSHIP (undergraduate level)

JOB # 1-2010

POSITION – Information Technology Desktop Application Intern

The Information Technology department of Seattle Public Utilities (SPU) is responsible for maintaining the desktop hardware for the department. We are currently searching for interns who will assist in the support of the annual PC Replacement project. Under supervised practical training, the interns will assist with PC deployment to SPU facilities downtown and in remote locations while learning and gaining hands-on experience in project management, organizational and coordination skills, customer service, and computer technical support, including PC configuration, loading and troubleshooting software apps, and working with customers on resolving issues. **(Opportunity for up to 3 interns.)**

DUTIES

Duties include staging and preparing PC's for deployment; PC deployment; surplus PC's, and assisting customers with their new PC's.

REQUIREMENTS

Enrollment: Applicants must be undergraduate students enrolled in Information Technology, Computer Science, or related areas of study. **Undergraduate students must be enrolled full-time for the equivalent of at least 12 credits for the duration of the internship. Verification of enrollment is required.**

Required Qualifications: Applicants must be able to demonstrate familiarity with standard desktop applications including Microsoft Office 2007; and Windows XP Professional. Minimum 1-year experience with PC networks. Ability to work in a team environment and have excellent customer service skills. Be in good physical condition as work requires standing, walking and bending for extended periods of time.

Desired Qualifications: One year experience providing helpdesk or desktop support. Novell and/or Microsoft experience. A+ certification

POSITION BEGINS

It is anticipated the position will be filled by early February, 2010 and may continue through May, 2010 (4 months).

WAGE AND HOURS

\$17.72/hr. The intern position is part-time 15-25 hours per week during the academic year, and 40 hours per week during the quarter/semester breaks. Work is scheduled between the hours of 8:00 am and 5:00 pm, Monday through Friday.

HOW TO APPLY

Intern candidates are required to provide the following:

- An intern application form found at <http://www.seattle.gov/jobs/internships.asp> (link at bottom of page)
- A cover letter
- A resume outlining experiences and qualifications
- Winter quarter course schedule
- An unofficial transcript of completed courses; an **official transcript will be required at time of hire** – should include credits, grades, and cumulative GPA

Incomplete and/or late application materials will not be accepted. Send completed materials to: Linda Rogers, Sr. Personnel Specialist; Seattle Public Utilities, Seattle Municipal Tower, PO Box 34018; Seattle, WA 98124-4128.

APPLICATION DEADLINE: 5:00 pm, January 29, 2010
