



City of Seattle
STUDENT INTERNSHIP

COOPERATIVE EDUCATION INTERNSHIP (undergraduate level)
Seattle Fire Department – #34-2009

The Seattle Fire Department's mission is to prevent the loss of life and property resulting from fires, medical emergencies and other disasters. They accomplish their mission through highly trained firefighters, a focus on fire prevention and education and nationally recognized emergency medical skills.

POSITION & DUTIES: IT Intern

The Applications Division is responsible for the development, testing and integration of new software products. It also provides technology support and services to the Seattle Fire Department and its customers. The intern will work under the direct supervision of the Applications Manager within the Seattle Fire Department's Information Technology division performing the following duties:

- Assist the work unit in preparing, designing and editing information and documents for posting online using the Microsoft SharePoint software tool
- Perform usability testing of new software and tools as needed.

EDUCATIONAL BENEFIT:

Students will gain experience organizing information and data for users, web page design using HTML and learning the SharePoint software as a tool for distributing information and team collaboration.

REQUIREMENTS

Enrollment: Applicants must be full-time undergraduate students pursuing a degree or certificate in the following areas of study: Information Systems, Information Architecture, Online Experience, Online Usability, Software Development or Web Development. Undergraduate students must be enrolled full-time for the equivalent of 12 credits for the duration of the internship.

Minimum Qualifications: Experience using Microsoft Office software such as Word, Excel, and PowerPoint. Experience using web tools such as web browser, search engine, Wiki, Blogs and others. Knowledge in HTML, XML and Microsoft SharePoint.

Desired Qualifications:

Understanding of issues related to usability, user experience and information architecture. Experience with C# programming.

Other Requirements: Must be eligible to work in the U.S.

POSITION BEGINS and ENDS

It is anticipated the position will start late in early November, 2009 and last up to 18 months (or earlier if the intern graduates or discontinues going to school). Position will become full-time during the summer of 2010 and students will not need to be registered for classes as long as they are pre-registered for the fall term.

WAGE AND HOURS

\$17.37 per hour for undergraduate students. The work week hours can be flexible (up to 19 hours per week during the year depending on school schedule) and scheduled between the hours of 8:00 am and 5:00 pm, Monday through Friday.

HOW TO APPLY

Provide the following:

- An Intern Application Form available at: <http://www.seattle.gov/jobs/internships.asp>
- A Cover letter
- A Resume outlining experiences and qualifications
- Writing sample: A user guide documentation explaining to an end user how to use a software application or a website; should be no more than five pages.
- A **Transcript** of completed courses (Unofficial okay for application, Official transcript will be requested upon hire) – should include credits, grades, and cumulative GPA
- Fall quarter course schedule

Incomplete and/or late application materials will not be accepted. All application materials must be received by the date below. Send materials to: Andrea Lowe, Employment Specialist; City of Seattle Personnel Department at cwp@seattle.gov. Please note that the application form on our website is not downloadable. Please either scan the document and send with your other electronic materials or copy-and-paste into a word document. Word attachments accepted, pdf preferred.

APPLICATION DEADLINE: 5:00 pm, October 1, 2009