



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 33-2009

Department	<u>Seattle Fire Dept</u>	Number of Positions	<u>1</u>	Wage	<u>\$25.25</u>			
Job Title	<u>Information Technology Specialist – Applications Division</u>	Location	<u>Fire Headquarters 301 Second Ave S, Seattle</u>					
Start Date	<u>11/2009</u>	End Date	<u>12/2010</u>	Work Scheduled Between	<u>8:00 AM</u> <u>5:00 PM</u>			
Minimum:	<u>Negotiated</u>	Hours/Week	<u>and</u>	<u>19</u>	Hours/Week	Summer	<u>Negotiated</u>	Hours/Week
		Maximum:				Schedule:		

SUMMARY OF WORK TO BE PERFORMED:

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.

DUTIES:

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

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

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.

MINIMUM QUALIFICATIONS: Pursuing a degree or certificate in the following areas of study: Information Systems, Information Architecture, Online Experience, Online Usability, Software Development or Web Development. 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. Work study funding through college's financial aid package (proof required).

DESIRED QUALIFICATIONS:

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

Application Instructions:

- 1) Resume (please include how you match the qualifications).
- 2) Your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates). **Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university.**
- 3) 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.

Send your application materials to cwp@seattle.gov or fax to 206/684-5809 and please include the position title, job # (33-2009), department, and your e-mail address.

Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form.

We only hire students with WA State work study funding.