

Position Title: IT Intern

25-40 hours per week. \$12.00/hr.

Position Summary/Accountabilities:

Key responsibilities include:

- Resolving help desk issue
- Simple programming tasks
- General project support

Job Functions:

They will help the IT department better support the rest of the business, and complete projects in a timely fashion.

Physical & Environmental Requirements:

Physical requirements include sitting for long periods of time, speaking in front of large groups of people, finger dexterity, hearing and seeing. Environmental requirements include working indoors.

Technical/Job Skill Qualifications:

The candidates must meet the following qualifications, and have demonstrated the following technical or job skills:

- Currently pursuing the education equivalent to a bachelor's degree from an accredited college or university with MIS/Computer Science major.
- Demonstrated experience in analysis, design, programming, and testing.
- Demonstrated strong analytical and project management skills.
- Demonstrated excellent verbal, presentation and written communication skills and ability to deal effectively with all levels of the organization.

Performance Skills:

The candidates must have demonstrated the following performance skills:

- Attention to Detail
- Commitment to Task
- Communication
- Initiative
- Innovation

Apply :

aparkhurst@boumatic.com (email preferred)

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