Job Opening: IT Intern

Intro to Bluetree:
Bluetree Network is a fast-growing technology consulting company in the field of healthcare informatics. We're in the business of helping large healthcare organizations become more efficient. We have offices in Madison, Denver, and New York City and our consultants and clients are spread across the United States and Canada. We are looking for a new internal team member to join us during this exciting time on our Accounting team.

A Day in the Life:
Your work at Bluetree will be to support our technical team with administrative duties, general system maintenance, and technical documentation. This support work will allow us to respond faster to the business needs of the rest of the company and help keep Bluetree operating smoothly and efficiently. Some of the expected duties will include tasks like:

- VoIP phone system maintenance (including provisioning & deprovisioning)
- Review of logs and reports to assist with system monitoring and security
- Report reconciliation to ensure coordination of all systems
- Assist with decommissioning of old hardware for disposal
- Update and maintain process documentation and system inventories
- Assist with development of scripts or macros to automate processes

Who you are:

Please get in touch if you read the following and think, “me...me...me!!!”:

- Energetic, sincere, and adaptable
- Critical thinker
- High technical aptitude
- Skilled with Microsoft Office products
  - Powershell Scripting and/or Excel VBA macros a plus (not required)
- Detail-oriented – able to catch the small stuff
- Organized with exceptional verbal and written communication skills
- Look to impress/surprise with quality of work
- Process-minded – able to create and follow processes
- Autonomous and excellent follow-through
- Able to adapt to a dynamic environment with an ever-changing workload
- Capable of “owning” project and prioritizing appropriately (acquire knowledge, share it with decision makers, execute in a timely manner, produce quality outcome)
- Driven by an entrepreneurial spirit
- Enjoy communicating with strangers (and non-strangers)
- Generally awesome & tells good jokes
About Us:
Our Madison headquarters is located at:
4513 Vernon Blvd Ste. 301
Madison, Wisconsin 53705

Start Date: TBD – Prefer commitment through end of fall semester at minimum
Hours: Flexible Schedule – Approx. 15 hours per week
Compensation: $15/hour

More About Us (Perks!):
• Working with real people who don’t change their personality between the hours of 9:00am – 5:00pm
• Dress code = wear clothes
• Coffee and snacks
• Genuinely kind and funny people
• Flexibility

Please send any questions to emorehouse@bluetreenetwork.com