EMPLOYMENT OPPORTUNITY

IT Internship

POSTING DATE: September 30, 2014
APPLICATION DEADLINE: October 10, 2014
HIRING SALARY: $10.00 per hour

POSITION TYPE: Internship 20 – 25 hours per week
NUMBER OF INTERNSHIPS: 1
LOCATION: Atlanta, GA

Description of Duties: The internship opportunity is designed to provide an opportunity for a student to apply classroom knowledge in an IT environment while delivering tangible value to the organization. The internship also provides students with the opportunity to learn and gain practical experience and to work in areas related to their academic and/or career interests. Gain hands-on experience while working on challenging projects, network with professionals.

Responsibilities:
• Learn entry level maintenance and troubleshooting of our managed services
• Assist in implementation of managed services and/or IT systems
• Assist in researching and developing information systems
• Interact effectively with team members on a daily basis.
• Work independently on assigned tasks with some supervisory oversight.
• Work assigned tasks to meet schedule and may coordinate details with other departments.
• Maintain good attendance and perform other related duties as assigned.

Qualifications:
• Working toward an undergraduate degree in IT, computer science, or software engineering.
• Two (2) years of experience in working in a Windows environment.
• Effective written and verbal communication skills.
• Competent skills in problem solving and trouble-shooting.
• Competent in the use of PCs, MS Office Programs and other associated software.

INTERESTED IN APPLYING:

Email resume in Microsoft Word/PDF format to: humanresources@sos.ga.gov
To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:
IT – Internship

For more information about this internship contact: http://www.sos.ga.gov

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. Secretary of State will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and/or drug screening.

If you have a disability and require assistance to apply for this position, please call (404)-656-5551.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

“THE STATE OF GEORGIA IS AN EQUAL OPPORTUNITY EMPLOYER”