

INFORMATION TECHNOLOGY INTERN

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of a team leader, incumbents participate in an internship program in the Department of Information Technology and are given assignments at incremental levels of complexity as they gain proficiency in various functions, such as: web research, system analysis, programming, installation of software, configuration of hardware, etc. This position enables college students currently or recently enrolled in an approved program to receive technical training and gain practical experience. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in on-the-job training while enrolled in a post high school program, which includes the performance of one or more of the following duties under professional supervision;

Performs web research and/or design of web pages;

Performs system analysis;

Reviews current programs and may do additional programming for current programs;

Installs software on desktop workstations and/or network servers;

Configures desktop and network hardware;

Evaluates assigned work projects and exercises judgment in prioritizing projects under supervision;

Informs supervisor as to the status of all assignments;

Attends meetings and conferences as directed;

Uses computer applications or other automated systems such as spreadsheets, word processing, e-mail and database software in performing work assignments;

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the internet; working knowledge of various types of software and hardware; ability to plan, organize and present ideas clearly and concisely both orally and in writing; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to observe, recognize and distinguish pertinent details; ability to analyze data and draw logical conclusions; ability to work well with others; accuracy; thoroughness; initiative; reliability; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) current enrollment in a college* or university*; or (b) be within one year of having been a matriculated college* student.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J.C.: Pending Non-competitive
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Job Class Code: H0515
Job Group: H07