College of Arts and Sciences Information Technology

As an intern, you will work directly with the CAS IT Assistant Manager, who manages a team of staff and student employees who provide support and services to the faculty, staff and students of CAS. The department provides desktop, application, database and website support to departments within the College.

Throughout the internship, you will be mentored by several staff who will oversee your time working in the various aspects of technology support and administration provided by CAS IT. The internship will focus on skills development as well as exposure to a variety of technologies. The goal is to showcase a variety of technical responsibilities throughout our group, to give an idea of the different parts of an IT organization and how they integrate together to provide support and services to a community.

Potential Development Areas

- Desktop Support/Customer Service
  - The goal is to spend time learning basic desktop support processes, with a focus on customer service to provide technical services to the faculty, staff and students of the College. There will be hands-on training through onsite support as well as training in hardware and software troubleshooting. Products such as Service-Now and Microsoft Deployment Server will be used throughout this portion of the internship.

Requirements

- An interest in information technology
- Detail-oriented
- Ability to meet deadlines consistently
- Excellent interpersonal and communication skills
- Willingness to help out as needed
- Strong written and oral communication skills
- Familiarity with either Microsoft Windows, or Mac OS.

Hours

The hours for this internship are flexible, up to 6-10 hours per week during the semester. We will work with you to accommodate the times you are available Monday through Friday between 9 a.m. and 5 p.m.