

CITY OF ALTAMONTE SPRINGS 2022 SUMMER INTERNSHIP PROGRAM

DIVISION: Information Services

LOCATION: City Hall Complex

225 Newburyport Avenue, Altamonte Springs, FL 32701

RESPONSIBILITIES

- Support the IS team in maintaining hardware, software and other systems.
- Assist with troubleshooting issues and provide technical support.
- Organize and maintain IS resources.
- Assist in maintaining inventory records and documentation for equipment.
- Perform other duties/projects as assigned.
- Maintain open communication and positive relationship with staff.



SCHEDULE

The Information Services internship offers up to 40 hours per week. The intern must be able to work Monday through Friday from 7:30 a.m. to 4:30 p.m.

The job primarily takes place at the City Hall Complex, but the intern will have the opportunity to travel with IS staff to other City facilities to perform various technical tasks.



REQUIRED QUALIFICATIONS & SKILLS

- High school diploma or GED.
- Current enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in Information Technology or related field.
- Strong knowledge of Windows 10 and ability to configure and troubleshoot PC level problems.



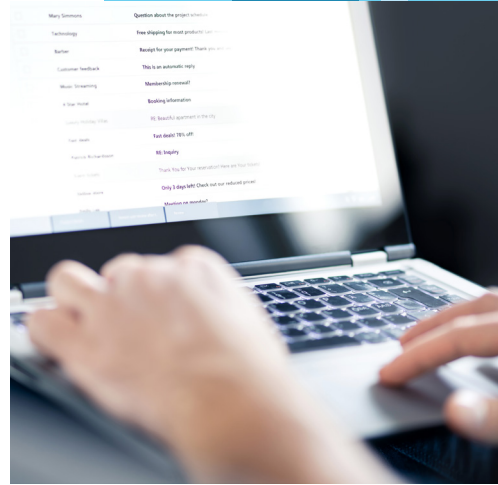
- Ability to continuously walk, bend and lift equipment sometimes up to 50 pounds and engaging in labor related duties of connecting computer equipment.

Preferable Qualifications

- Network+ Certification.
- One (1) year experience working in a Help Desk/ Service Desk Ticketing System.
- One (1) year experience troubleshooting hardware issues that may involve repair, replacement or third-party warranties and support.
- One (1) year experience in Diagnostic Tools and Techniques.
- One (1) year experience with applications in a Microsoft networked environment.


WHAT YOU WILL LEARN

- Introduction to Software, Hardware & Systems
- City Technology & Datacenters
- Troubleshooting
- Inventory



CONTACT US

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Altamonte Springs, FL 32701

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 www.Altamonte.org/Internship

