

Project Name: IT Technical Support

Project Description (max. 130 words):

*Please include desired outcome or product in your description.

The Student Intern will assist the IT Department with tasks, such as: installation of new computers, installation of Windows 10 Operating Systems and MSOffice software, troubleshooting technical issues, and providing help desk services and technical support to the agency users.

Semester:	<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	<input checked="" type="checkbox"/> Summer
Project Start Date:	Anytime		
Project End Date:	December 2019		
Paid:	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
If yes, please provide stipend amount:			
Minimum Education Level Desired:	<input checked="" type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Post-Graduate
References Requested (Provide 2)	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
Writing Sample Required	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
Special Requirements and Additional Information (e.g. preferred skills, hours etc.):			
Knowledge of Microsoft Operating Systems (Windows 7, Windows 10) and Microsoft Office Suites.			
Post Project on Web?	<input checked="" type="checkbox"/> Yes, I would like to recruit interns for this project. Please post until: December 1, 2019		<input type="checkbox"/> No, I already have a student for this project Student Name: (include start date if known)