



Employment Opportunity

- JOB TITLE:** Information Technology (IT) Intern
- PAY RANGE:** \$13 - \$16 – Dependent upon qualifications
- CLOSING DATE:** Open Until Filled; First Review of Applications: Friday, July 11, 2014
- DUTIES:** The **IT Intern** position is a **part-time position**. Work hours are flexible and average approximately 20 hours per week, not to exceed 1,000 hours per fiscal year (July 1 to June 30). The **IT Intern** will work with IT Staff to perform various activities related to the IT operations such as providing technical support to users, troubleshooting hardware and software problems, installing hardware equipment and software applications; monitoring system backups. Intern may support/assist IT staff in analyzing and implementing various IT related projects.
- QUALIFICATIONS:** Sophomore, junior or senior level undergraduate student or a graduate student attending an accredited college in good standing with a major in Computer Science, Information Systems, or a closely related field are preferred. Intern must possess knowledge of Microsoft Windows, Microsoft Office applications, SQL database, computer network hardware and software, as well as excellent communication and technical skills and the ability to work effectively in a team environment.
- PHYSICAL REQUIREMENTS:** Position requires the ability to effectively communicate with District staff in face-to face, one-on-one and group settings; regular use of the telephone for communication; operation of such office equipment as computers, copiers and facsimile machines; sitting for extended time periods; hearing and vision within normal ranges; and possible lifting of objects not to exceed 40 pounds.
- APPLICATION PROCEDURE:** Please complete a District Application for Employment, which can be obtained from our website at www.mnwd.com.

This recruitment is open until filled. All applications received by 4 p.m. on Friday, July 11, 2014 will be reviewed for inclusion in the first round of interviews. Completed applications should be submitted to the Human Resources Department as soon as possible.