




JOB DESCRIPTION

Number:	Title:	Information Technology Intern
Nature of Position	Provides technology support to district staff.	
Reports To	Title: Manager, Technology Specialist - Support	
Education	Required	<ul style="list-style-type: none"> • High School Diploma • Recommendation of University Sponsor • A minimum 6 months verifiable work-related experience in a technical support capacity
	Preferred	<ul style="list-style-type: none"> • Associate's degree in a computer related field with more than one year field experience as a computing technical professional.
Experience, Skill, Know-how and Certification	Required	<p>General Assignments:</p> <ul style="list-style-type: none"> • Beginning to moderate knowledge of Microsoft Windows operating system and software support. • Previous experience with software installation and troubleshooting • Previous experience with MS Office Suite. • Ability to read technical information and ability to diagnose routine technical problems. • Strong interpersonal communication skills. • Ability to work well and get along with a variety of customers and other technical support personnel. • Collaborative and team-oriented attitude <p>Videographer Assignments:</p> <ul style="list-style-type: none"> • Experience operating video cameras and editing • Knowledge of lighting techniques, videography, editing and post-production
	Preferred	<p>General Assignments:</p> <ul style="list-style-type: none"> • CompTIA A+ Certification, Microsoft Office Certification <p>Videographer Assignments:</p> <ul style="list-style-type: none"> • Experience with Final Cut Pro, or other professional editing/mixing software
Duties and Responsibilities	<p>General Assignments:</p> <ol style="list-style-type: none"> 1. Assist with technology service requests. 2. Provides Level I technical support and basic troubleshooting using pre-defined scripts. 3. Directed by IT staff, perform basic data analysis using Microsoft Office applications. 4. Directed by IT staff, perform computer imaging and installation. 5. Directed by IT staff, inventory hardware and software. 6. Maintains documentation, activity logs and records related to assigned duties; follows established documentation, record keeping guidelines, and Division service level agreements. 7. Identify and document the technology integration in district business processes. 8. Performs other duties as assigned. 9. Ability to travel between sites. 	

	<p>Videographer Assignments:</p> <ol style="list-style-type: none"> 1. Work with the Communications Department staff to produce and deliver video content according to agreed-upon schedule. 2. Create short promotional videos, event recaps, etc. 3. Operate video, audio and lighting equipment. 4. Edit footage gathered and works with staff to incorporate motion graphics. 5. Works with schools and programs for video marketing shoots.
Terms of Employment	Incumbents are considered "at will" and are temporary employees for no more than one year. Incumbents will be assigned either a General Assignment or a Specialty Assignment. Temporary employees are not benefit-eligible and cannot work more than 24 hours per week. Appropriate pay will be determined. (Non-exempt, Grade 7, step 1 \$14.03 per hour).
Approvals	Director Level
	Chief Level
	Human Resources
	Superintendent

	JOB DESCRIPTION SUPPLEMENT	
Number:	Title:	Information Technology Intern
Non-Essential Responsibilities	<p>A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.</p>	
	(None)	
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensor effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>	
	<p><input checked="" type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the</p>	

	<p>lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p>CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p align="center">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input checked="" type="checkbox"/> Heavy lifting of up to 50 pounds</p> <p><input type="checkbox"/> Frequent climbing up to _____ feet, and/or working on building roofs.</p> <p><input type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input type="checkbox"/> Other: _____</p>