



CALIFORNIA
NORTHSTATE
UNIVERSITY

Job Title: IT Intern (University Level)

Job Classification: Non-Exempt, \$10.50/hr, part-time

Closing Date: open until filled

Reporting Responsibility: Reports directly to the IT Director of the University

Responsibilities:

This position is an IT intern in Elk Grove, Ca. that is responsible for assisting the IT team with entry level IT support needs. This position will assist the IT staff in support of the faculty, staff, administration and students with various projects as assigned.

Education:

The IT intern must be in pursuit of a degree in computer science, information technology, programming, or engineering. Should have some education in IT technologies.

Qualifications and Job Description:

- Experience with high quality customer desktop support including desktop applications and devices such as printers.
- Able to assist faculty, staff and students on class room audio video issues.
- Experience with corporate applications including Microsoft Office and Adobe applications.
- Experienced in Microsoft Outlook and corporate email systems.
- A high level of communication skills including written and verbal skills. Verbal skills include the ability to communicate technical IT issues to non-IT technical staff/faculty.
- Customer service-oriented and ability to learn techniques to best serve students and employees while being understanding and creative
- Open and excited to learn new technologies
- Takes direction well and is a motivated self-starter
- Experience with technical writing for documentation and instructions on processes
- A candidate who is very security minded

Additional Requirements:

Possession of a valid California Class C Driver's license may be required.

Performance Expectation/Mission: Shares in and displays a commitment to the mission and philosophy of the University in providing excellent IT service. Actions and decision-making exemplify the mission, demonstrate cultural sensitivity, dedication, compassion and are in the best interests of CNU, its faculty and students.

Teamwork:

An IT Intern demonstrates the ability to work harmoniously with others to accomplish tasks, promotes positive work environment and respect for others; resolves issues and conflicts. This position is required to communicate effectively with others and provides constructive suggestions to improve team performance.

Applicants should submit:

- Cover letter of interest that address qualifications, experience and career goals
- Resume
- List of professional references

Please send application materials to hr@cnsu.edu. Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encourage to apply.