



JOB DESCRIPTION

TITLE: INFORMATION SYSTEMS INTERN
STATUS: TEMPORARY
REPORTS TO: INFORMATION SYSTEMS DIRECTOR
WAGE: \$13.50 - \$15.00 HOUR

The City of East Wenatchee respects and seeks to empower each individual and support diversity in our workforce. All employees and applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

POSITION SUMMARY:

The City of East Wenatchee seeks a self-directed IT intern with a passion for technology, collaboration, and creative problem-solving. The intern will work closely with a mentor, the Information Systems Director. A great opportunity to gain hands-on experience in an IT position, and gain experience with a knowledgeable professional. Flexible schedules for students are available.

DUTIES and Responsibilities:

Information Systems Intern:

1. Support the IT team in maintaining hardware, software, and other systems
2. Assist with troubleshooting issues and provide technical support
3. Organize and maintain IT resources
4. Lend IT support in areas such as cybersecurity, programming, analytics, and data center management

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities:

1. Computer Science, Information Technology, or Management Information Systems Major
2. Minimum GPA of 3.0
3. Familiar with Java, .NET, JavaScript or HTML/DHTML and Microsoft Office Suite
4. Strong verbal and written communication
5. Excellent analytical and problem-solving skills
6. Ability to work well in teams
7. Strong work ethic and attention to detail
8. Available to work 10-15 hours each week

Education and Experience:

- U.S. Citizen or legally eligible to work in the United States.
- High school diploma or GED.
- Successfully pass a pre-employment background check.

WORKING CONDITIONS:

- Work is performed in an office setting.
- Lift and/or move up to 25 pounds and occasionally up to 30 pounds.

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.

EMPLOYEE ACKNOWLEDGEMENT:

I understand the job duties and responsibilities contained within this position description and as described by the immediate supervisor.

Employee Signature

Date