

INFORMATION TECHNOLOGY INTERN - BOCES (College)

DISTINGUISHING FEATURES OF THE CLASS: An Information Technology Intern (College) works under the direct supervision of an IT staff member at Broome-Tioga BOCES. Projects carried out are of an in-service training nature designed to provide an understanding of the functions and operations an Information Technology department for college students pursuing a career this field. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops skills in information technology to include networking of computers, system wide back up of data, and storage of data;

Develops skills to communicate with IT professionals;

Learns to and assists staff in performing basic maintenance functions and upgrades;

Learns to and assists in network and hardware troubleshooting;

Learns to and assists in the preparation of PC hardware and software for installation;

Learns to and assists in updating user and technical documentation;

Learns to analyze and prioritize projects and research for solutions;

Assists in the inventory of Information Technology equipment;

Learns to and assists in the diagnosis of system failures to determine whether they are induced by network software or hardware;

Functions as a working member of a team;

Develops planning, organizational, and time management skills;

Lifts network equipment that may weigh as much as 50 lbs. to place-in, arrange around, or remove from the workplace for set-up, installation, repair, de-installation, or maintenance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the components, operation, maintenance and repair of information technology hardware and software;

Ability to communicate effectively with people and to secure their cooperation;

Ability to carry out project assignments of a broadly defined nature;

Good judgment;

Ability to get along with others;

Ability to think logically;

Ability to distinguish between all colors of wire for connection purposes;
Ability to move equipment and supplies;
Ability to pay attention to detail;
Courtesy;
Initiative;
Reliability.

MINIMUM QUALIFICATIONS:

A) Current enrollment in an Information Technology major at a regionally accredited or New York State registered college or university.

SPECIAL NOTE: Continued enrollment in college is required for continued employment under this title.