

Unique People Services Job Description

Job Title: Information Technology (IT) Student Intern
Department: IT
Reports To: Information Technology Coordinator
Prepared By: HR Director
Prepared Date: 1-12-12
Revised Date:

SUMMARY Unique People Services (UPS) is seeking unpaid interns for the Information Technology (IT) department for approximately 20 hours a week during the school year.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assigned to assist IT department in providing computer hardware, software and technical support to various programs within the Agency.
- Awareness of the PC hardware components, desktop operating systems software and application software.
- Awareness of the PC industry's current and emerging technology trends and direction, as well as a keen interest in computer-based information systems and technology.
- Ability to perform tasks such as providing operating systems and application software installations and upgrades, virus protections, etc.
- Assist with prepare analysis of accounts as required.
- Assist with Drupal based Agency website management as required.
- Assist with social network website design as required.

QUALIFICATIONS:

- Must be currently enrolled as a second semester junior, senior or graduate student.
- Ability to work with a diverse group.
- Desire to make an impact in the organization

Please fax cover letter and resume to Attn: HR Department (718) 231-7720 or e-mail to: recruit@uniquepeopleservices.org