

Information Technology Assistant – College Intern/Volunteer Job Description

Position Summary

The Information Technology Assistant works closely with IT staff to implement information technology and telecommunications assets and to procure, repair, maintain, and dispose of those assets when needed.

Qualifications

- Majoring in computer sciences, network administration, or information technology related programs;
- Excellent problem-solving abilities;
- Ability to work well in a team environment and to interface well with others;
- Excellent computer skills, including MS Excel, MS Word, MS Power Point a must.

Duties

- Assists in performing technical and agency program support IT activities related to network and system design, configuration, maintenance, and security;
- Performs internal customer support functions related to personal computers and peripherals, network resources, telecommunications, web sites, and databases;
- Receives, logs and tracks all calls from users related to network, telecommunications, printing, and PC issues;
- Assists in the procurement, inventory, and disposition of damaged and obsolete IT resources and telecommunications devices,
- Assists in the conduct of business/systems analysis and design which may include web site development and administration of a transactional, dynamic, or interactive web site; and the design, development and administration of database systems.
- Researches technology, vendors, and other sources.
- Assists with complex computer operation tasks acting under general supervision;
- Assists with development of IT operations procedures for personnel;
- Participates in special projects as assigned;
- Coordinates with regular staff and other interns as needed;
- Assists with other duties as assigned by immediate supervisor.

Mail resume to:

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Email resume to:

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