

## **Job Description**

**Position:** Information Technology Intern

**Organization:** Mobile County Public Schools

**Department:** Information Technology

**Duration:** June 5, 2017 – June 30, 2017

**Time Requirements:** Part Time, 15 hours/week

**Required Academy:** Information Technology or Business

**GPA:** None

**Start Date:** June 5, 2017

**Location:** Mobile, AL

**Compensation:** \$7.25/hour

**Number of Openings:** 3

### **Job Summary**

Works under the supervision and direction of the Information Technology Director and staff.

### **Job Description**

**The duties include but are not limited to:**

- Completing projects in Microsoft Word, PowerPoint, and Excel.
- Work with other departments within Mobile County Public Schools.

### **Job Requirements**

- Basic Computer Skills (Typing Skills Preferred, Microsoft Outlook)
- Working Knowledge of Office 365 (Cloud Storage, Word, Etc)
- Advanced Knowledge of Microsoft Excel Preferred (Working with Formulas, Macros)
- Ability to learn new task quickly
- Good Communication and People Skills
- Must have own transportation
- Must have good attendance and behavior record in school