

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