



**INFORMATION TECHNOLOGY INTERN  
OPEN TO UNIVERSITY LEVEL STUDENTS ONLY  
PAY RATE: UP TO \$20.00 PER HR**

**Apply Immediately – Recruitment may be closed at any time without further notice**

**THE INTERNSHIP:** Omnitrans is seeking an intern to assist with inputting of information in our Asset Management system and assisting the IT Department in responding to IT related trouble tickets as well as IT related projects. Additionally, there are a number of technology initiatives currently under way (firewall upgrades, surveillance system consolidation, server virtualization, etc.) that could be added to the Candidate's responsibilities, depending on specific proficiencies. This Internship would be an excellent opportunity to gain experience working in an IT Department supporting an Agency of over 700 employees, exposing the Candidate to a plethora of unique IT systems and hardware. The duties may include, but not limited to, the following (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

- Input inventory items into Asset Management system;
- Configure/Categorize IT helpdesk tickets;
- Assist in routine IT troubleshooting tasks;
- Imaging computers;
- Work with IT Team to respond to IT Helpdesks tickets;
- Work with IT Staff to implement equipment inventory system;
- Image computers;
- Active Directory management;
- Updating employee contact information;
- Willingness to learn new technologies and systems; and
- Assist with procedure documentation and knowledge base documentation.

**QUALIFICATIONS:** Current or recent enrollment in a graduate degree program with an interest and aptitude to work in Information Technology. This position requires excellent knowledge IT Systems and basic troubleshooting skills, excellent organizational and planning skills; problem solving capabilities necessary to accomplish the duties and tasks of the position; high attention to detail, accuracy, initiative and follow-through; and be able to meet deadlines, handle multiple tasks with interruptions, effectively adapt to changing priorities. Candidates should possess the ability to handle confidential and sensitive information. The Physical requirements include the employee to regularly be required to talk or hear; frequently required to sit; occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms; occasionally lift and/or move up to 25 pounds; and specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**THE SELECTION PROCESS:** Applications will be screened for relevant qualifying information that consists of an evaluation of education as described on the fully completed application. The selection process will include an oral interview, as well as completion of both pre-employment physical exam, including a drug test and a criminal background investigation. **As part of the application process, applicants must submit a fully completed application, resume, and verification of school enrollment.** For further information about this exciting internship opportunity, please visit our website at: <http://www.omnitrans.org/about/jobs.asp>. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA 92411 or call 909/379-7260.

***EEO/AA including Protected Veterans and Individuals with Disabilities.***