



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING JOB POSTING

Information Technology Internship

General Function: The Computer Support Technician Internship will be actively engaged in the support and maintenance of YMCA of Lansing computer equipment and systems. As a team member in the IS Infrastructure department you will assist in troubleshooting, repairing, and preventative maintenance work on all YMCA of Lansing computer equipment assets and software that support the operations of the company on a daily basis.

Job Requirements:

- Undergraduate students studying information technology, computer science or related field
- Must be able to communicate effectively with non-technical staff
- Flexible and adaptable in regards to learning and understanding new technologies
- Must have strong written, oral and interpersonal communication skills
- Have the ability to conduct research into software-related issues and products
- Be able to work both independently and in a team oriented/collaborative environment
- Successfully able to multi-task and manage time effectively

Position Responsibilities:

1. Manage the day-to-day computer system hardware and software of the organization including file maintenance and the daily and fullsystem backups.
2. Assist the IT Director with troubleshooting issues and problems that arise
3. Evaluate and recommend purchases of hardware equipment (PC's, servers, printers, projectors, security devices, etc.)
4. Set up and install new hardware purchases and rotate and reinstall current hardware to new locations.
5. Maintain an inventory of the associations' hardware and software equipment
6. Develop manuals and procedures for software and hardware operations.
7. Other duties as assigned

Disclaimers:

- Must complete successful background screening.
- This description may not be all-inclusive and intern is expected to perform all other duties as assigned by direct management.
- Descriptions and duties may be modified when deemed appropriate by management.

Salary: flexible, non-paid internship

Contact: Amy Stearns, Human Resource Director, careers@ymcaoflansing.org