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[www.buttehumane.org](http://www.buttehumane.org)

**Position Title:** Information Technology Assistant (Internship 12-15 hours per week)

**Department:** Communications and Development

**Reports to:** IT Manager

**PURPOSE OF THE POSITION:** An Information Technology Assistant Intern is needed to provide support to the IT Manager of the Butte Humane Society. The intern will be expected to perform a variety of duties to support staff.

#### **DUTIES AND RESPONSIBILITIES:**

- Assisting professional staff as needed
- Assist staff in performing system backup and maintenance functions
- Assist in installation of PC hardware and software
- Assist in network and hardware troubleshooting
- Assist in performing preventative maintenance and upgrades on servers
- Assist IT manager with current projects
- Perform special projects to be determined by the IT staff.

**CONTACTS WITH OTHERS:** Will have contact with the general public, outside vendors, shelter employees, volunteers, donors, supporters and board members. Excellent customer service skills are essential to success.

**WORKING CONDITIONS:** Internship will be in the office environment.

**WORK SCHEDULE:** Work days are flexible but must be communicated with administrative staff through online calendar system and in coordination with Development Manager.

**PHYSICAL DEMANDS:** Must be able to lift a minimum of 50lbs. Work performed requires sitting for up to 8 hours per day.

#### **REQUIREMENTS:**

Junior or senior enrolled in pursuing a degree in computer science, information systems, preferred.