

OPEN POSITION ANNOUNCEMENT

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Join us and help transform lives!

Now Hiring:

Information Technology Intern (Unpaid, Temporary)

The YMCA of Metropolitan Milwaukee is looking for an enthusiastic Information Technology Intern for the summer of 2018. Gain valuable experience in all aspects of IT, including, but not limited to:

- Performing hardware and software installation procedures
- Assisting with Help Desk tickets and user support requests
- Providing support in diagnosing hardware and software issues and troubleshooting activities
- Performing software configuration on stand-alone computers and laptops
- Assisting in hardware and software inventory management
- Troubleshooting equipment such as printers and scanners and other peripherals
- Handling IT related documentation and making sure that all IT supplies are available

Wage:

Unpaid internship with ability to earn credit toward degree

Dates & Hours:

- Flexible Dates (May-August) depending on intern's availability
- Minimum of 20 hours per/week – More hours depending on availability

Qualifications:

- Recent graduate or actively enrolled in school pursuing a two-year technical degree or a bachelor's degree with focus on *Computer Information Systems* required
- Working knowledge of Microsoft Windows and Microsoft Office
- Strong technical aptitude
- Knowledge of current hardware and software trends
- Strong written and verbal communication skills
- Strong attention to detail and time management skills
- Effective communication of technical information and ability to maintain confidentiality
- Ability to multi-task and support multiple priorities
- Strong analytical and problem solving skills
- Must be able to work in a team environment while possessing the ability to work autonomously

Benefits:

- Free individual YMCA membership for duration of internship
- Letter of recommendation and Certificate of Completion upon satisfactory completion of the internship

***Apply Online:**

<https://apply.ymcamke.org>

*Note: The review process will begin immediately and will continue until the position is filled