

**Position:** Information Systems Volunteer

**Department:** Information Services

**Supervisor:** James Dewine

## **Summary of Duties**

Information Systems Intern will assist with the maintenance of the Opportunity Council network, server, computers and mobile devices. This position will support the Information Systems Manager and Specialist by providing day-to-day technical assistance to staff related computer needs, both hardware and software. Provides diagnostic and problem solving resolution for Macs and PCs. Will also provide support for inventory update project.

## **Required Qualifications**

1. Excellent language skills, including demonstrated ability to express oneself clearly verbally and in writing.
2. Organizational skills including planning, coordinating and facilitating administrative systems, documentation and record keeping and time management.
3. Ability to follow program policies related to confidentiality and securing of such information in computer and other file systems.
4. Highly developed computer skills
5. Ability to interpret, discuss information and train others which may involve terminology or concepts not familiar to many people; provide advice and recommend actions involving rather complex issues. May resolve problems within established practices.
6. Excellent diagnostic, troubleshooting, and problem solving skills.
7. Must be able to adapt interpersonal skills in response to individual styles, personalities and cultures.

## **To Apply**

Please fill out an online application located on the [www.oppco.org](http://www.oppco.org) - How to Help and denote position title in the Special Skills/Qualification area.