



## Alliance Safety Council IT Intern

**Job Title:** IT Intern  
**Department:** Information Technology  
**Reports To:** Director of Information Technology  
**FLSA Status:** Part-Time Hourly – Non Exempt

**Summary:** The job of the IT Intern for the Alliance Safety Council is to provide support, diagnose issues and gain experience in the field of IT as it relates to the educational major.

**Supervisory Responsibilities** This position requires no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requires knowledge and understanding of the English grammar. Expected to have technical ability.

Currently pursuing a degree in information sciences, information technology, computer engineering, MIS or a closely related discipline.

### Essential Functions:

1. Monitor case queue, respond within a timely manner and document all communication.
2. Case Management with IT queue. Coordinating with clients on all needs.
3. Quality Assurance/Quality Control on all programs/products and ensure all documentation is to standard.
4. Fixing bugs in iLEVEL 2.0 software code (.net 4.5.2)
5. Fixing bugs in SQL code
6. Strong documentation skills
7. Configuration Updates
8. VB.NET / C# Code
9. JAVASCRIPT
10. SS / HTML
11. WEB SERVICES REST

### Knowledge, Skills and Abilities:

1. Strong Documentation Skills
2. Strong Customer Service Skills
3. Strong Organization Skills
4. Must understand the concept of integration
5. Communicating in a professional and effective manner



6. Have a meticulous and organized approach to work
7. Thoroughness and attention to detail
8. Must be flexible and knowledgeable in functions of the IT Department

**Non-Essential Functions:**

1. Other duties/tasks as may be assigned.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the IT Intern, the employee must be able to regularly stand, walk, climb, balance, stoop and kneel and must occasionally lift and/or move up to 25 pounds.

**Work Schedule:** The work schedule of the IT Intern is Monday – Friday, schedule will fluctuate based on school schedule.