City of Loma Linda
A City focused on Health and Prosperity
Invites Applications for the position of

Student Intern
(Information Systems)
Open Until Filled.
Salary: $15.00 per hour

Under general supervision, assists with technical duties that support the city-wide information technology systems. Interns will receive formal and informal mentoring and broad experience in a variety of areas, including exposure to municipal government. This position works approximately 20 hours per week.

DISTINGUISHING CHARACTERISTICS

Essential Functions

Duties may include, but are not limited to, the following:

1. Assists with supporting citywide operations activities.
2. Assists with maintaining and repairing the software and hardware necessary to citywide operations.
3. Assists users in solving problems related to their computer related projects.
4. Works with staff to answer technical questions and provide information to the public.
5. Assists with assigned help desk ticket requests.
6. Perform related duties and responsibilities as assigned.

QUALIFICATION GUIDELINES

Knowledge of

Modern office procedures, methods, and equipment; operation and repair of computer hardware and software; principles of training/supporting technology users; and English usage, spelling, vocabulary, grammar, and punctuation.

Ability to

Follow oral and written instructions; learn the procedures and functions of assigned position; deal effectively with customers in person and over the phone; plan and organize work to meet schedules and timelines; communicate clearly and concisely; and establish, maintain, and foster positive and harmonious relationships with those contacted in the course of work.

EDUCATION/TRAINING/EXPERIENCE

Equivalent to a high school diploma, supplemented by college level coursework in Information Technology or a closely related field. Currently enrolled in an accredited college or university.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

Valid Class C California driver license. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

APPLICANT INFORMATION/EXAM WEIGHT:

Applicants must file a concise and complete City application regarding their qualifications for the position online through the Human Resources Department webpage at http://www.lomalinda-ca.gov/our_city/departments/administration/human_resources

Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application.

All applications will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include, but is not limited to oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. The list is valid for up to one year, unless exhausted sooner.

The City of Loma Linda is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

The City of Loma Linda’s Alcohol and Drug Abuse Policy requires that all applicants undergo drug and alcohol testing prior to employment.