Position Title: Advanced Technologies Intern

The Department of Information Technology Services at Saint Louis University provides internship opportunities in the field of technology services to prepare students for professional employment. Students accepted in the program will be challenged to learn new skills and develop a professional portfolio. The program employs students as paid staff members on a part-time basis and requires students perform in a professional manner.

Job Summary

Under general supervision, the advanced technology role will generally research current and future technologies that may impact higher education. Additionally this role will engage in special projects

Internship Requirements:

- Available to commit to a minimum of 10 and maximum of 15 hours per work week per semester; minimum of 20 and maximum of 40 hours per work week per break
- Completion of all required documents including all payroll required documents
- Commitment to complete a minimum of 16 weeks (semester) and/or 10 weeks (summer break)

Knowledge, Skills, Abilities, and personal Characteristics

- Exceptional customer service skills.
- Exceptional written and oral communication skills.
- Exceptional interpersonal skills, with a focus on rapport-building, listening, and questioning skills.
- Working knowledge of office productivity suites.
- Demonstrate team collaboration skills
- Proficient knowledge of email applications such as Google mail and ability to handle configuration and support problems
- Demonstrate a proficiency and knowledge of Windows and Mac operating system software
- Exceptional ability to perform hardware and software support
- Exceptional ability to analytically troubleshoot technical problems of end users and server side