



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Information Technology Intern (IT052) **March 22, 2013**

Company/Agency: **Chicago Metropolitan Agency for Planning**

Job Category: **Intern**

Experience Required: **Current Enrollment in an Undergraduate Program**

Salary Range: **\$12.00 per hour**

The Chicago Metropolitan Agency for Planning (CMA) is seeking an intern to assist with entry-level technical duties in the field of Information Technology. CMA is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMA developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

The intern will be responsible for providing technical support within the IT division as well as providing first-level technical expertise, advice, and support to all CMA staff.

Essential Functions

1. Provide Help Desk user support to staff requiring technical assistance.
2. Assist with fundamental operations of commonly used software, hardware, and other equipment.
3. Assist with building desktop computer and laptop images for deployment.
4. Assist in the research and documentation of CMA computer systems.
5. Other responsibilities as directed by supervisor.

Qualifications and Skills

Applicants should have a working knowledge of common operating systems and software applications including Windows 7 and Microsoft Office (i.e. 2007, 2010). Proficient in reading, writing, and communication among team members is required. Basic understanding of computers and computer networking is also required. Web development experience such as content management systems (i.e. Wordpress, Joomla!, Drupal, etc.) and database knowledge (i.e. Microsoft Access, SQL, etc.) are desired, but not required.

Education and Experience

Applicants for the position should be enrolled in an Undergraduate's program in computer science or business administration. It is important that applicants have a general understanding of personal computers, printers, and Microsoft Office software.

While interns will be supervised by CMAP staff, they will be expected to take a high level of responsibility for their own work, and should be self-motivated.

This is a year round position and will begin in the summer (May 2013). The interns will be expected to work approximately 19 hours per week in the spring and fall and may work full-time in the summer. Minor start and end-date accommodations may be made upon request.

Contact Information

Send resume, cover letter and contact information with Job Code: **IT052**

Email:

hresources@cmap.illinois.gov

Mail:

Chicago Metropolitan Agency for Planning

Human Resources

233 S Wacker Drive Suite 800

Chicago, Illinois 60606

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