Information Technology
Information Technology Intern (INTE2019)
March 5, 2019

Job Category**: Information Technology Intern – Finance & Administration** Experience
Required**: Current enrollment in an undergraduate or graduate program**
Salary Range: **Undergraduate $12.00 per hour/Graduate: $15.00 per hour**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an intern in the
Information & Technology Division of the Finance & Administration Department. The Chicago
Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning
organization. The agency and its partners are implementing ON TO 2050, a new long-range
plan to help the seven counties and 284 communities of northeastern Illinois implement
strategies that address transportation, housing, economic development, open space, the
environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Purpose
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 CMAP staff.

Essential Functions
- Provide help desk user support to staff requiring technical assistance.
- Assist with fundamental operations of commonly used software, hardware, and other
  equipment.
- Perform hardware upgrades (memory installs, hard drive upgrades) as required.
- Install desktops, laptops, monitors, printers, and other IT related equipment.
- Assist with configuring and deploying desktop computers and laptops. Assist in the
  research and documentation of CMAP computer systems.
- 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., 2010, 2013, 2016, O365). Must
possess the ability to communicate effectively with team members. 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

Undergraduate applicants must be entering their junior or senior year in Fall 2018. Graduate applicants are expected to complete their programs in 2019 or 2020. Current enrollment in a Bachelor or Masters' degree program in Computer Science, Business Administration, or Information Systems is recommended. It is important that applicants have a general understanding of personal computers, printers, troubleshooting, 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 position will begin in June 2019 and run until the end of June 2020. The intern will be expected to work approximately 19 hours per week in the fall and spring. At CMAP's discretion the internship may be extended past the fiscal year. This is subject to excellent performance of job responsibilities.

Contact Information

Please submit cover letter and resume via our website at http://www.cmap.illinois.gov/about/careers. Please refer to **Job Code (INTEI2019).**

Posting End Date

This posting will close on April 5, 2019 at 5:00 p.m. CDT.

Position will remain open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.