

MOVING AMERICAS ENERGY

# STUDENT INTERNSHIP PROGRAM

# INFORMATION TECHNOLOGY INTERN



**PORT CORPUS CHRISTI**®



# INFORMATION TECHNOLOGY INTERN

Port Corpus Christi Student Internship Program is designed to further enhance a student's skills and knowledge in a professional work environment, which offers guidance and practical On-the-Job experience.

This position, under the general supervision of the Help Desk Manager, is responsible for supporting a comprehensive Information Technology program for the Port of Corpus Christi (PCCA).

## MINIMUM QUALIFICATIONS

This is an internship position. Candidates shall be attending an accredited college or university with a major in information technology, computer science, or a related field; demonstrated written and oral proficiency in the English language; proficiency in Spanish preferred. Strong writing, editing and graphic communication skills, organizational and time management skills; ability to operate a personal computer and a variety of programs, office equipment, and internet. Must deal effectively with the public and varying levels of management.

## REQUIREMENTS

- Student enrolled in a college or university in pursuit of an Associate, Bachelor, or Graduate degree at an Accredited Institution.
- Current class standing at Sophomore or above.
- Cumulative GPA 2.75 or above.
- Must be 18 years of age or older.
- Must be authorized to work in the U.S. without sponsorship or visa.

## ENVIRONMENTAL FACTORS

General office environment; occasional exposure to adverse weather conditions.

## ADDITIONAL PHYSICAL FACTORS

While performing duties employee is regularly required to sit, speak or hear, use hand finger movements; occasionally required to stand, walk, reach stoop, kneel and lift and/or move up to 30 pounds.

## ESSENTIAL FUNCTIONS

- Assists to prepare and configure software port-wide.
- Assists in organizing and coordinating A/V for meetings and meeting rooms.
- Supports the IT department by conducting inventory of all IT assets Port-wide.
- Prepares and installs computers, programs, printers, and other technology related devices.
- Assist in the day to day activities of the Port's IT department responding to help desk requests.

## OTHER

- Adheres to Port Policy and maintains good employee relations.
- Complete assigned tasks and works required hours/shifts fulfill Port objectives.
- Perform other related duties as assigned.

## EXPECTATIONS

- Ability to work a maximum of 25 hours per week within an 8am to 5pm, Monday thru Friday workweek.
- Completion of Project Portfolio and Presentation

## PROGRAM INFORMATION

- Internship offered during the Fall, Spring, or Summer semesters part time.
- Internship is PAID and does not require course credit.
- Housing/transportation assistance is not provided by the internship program.