

POSITION ANNOUNCEMENT

INTERN – INFORMATION SYSTEMS

ST CHARLES COUNTY INFORMATION SYSTEMS

STARTING SALARY:

Hourly salary will be based on education and experience level and will be determined at the time of hire. Rates are **\$10.15, \$14.54 or \$16.03** per hour.

There are multiple positions available within different divisions in Information Technology. Hours and length of internship will vary dependent on student needs and department funding. Individual(s) selected will preferably be able to work between 20-30 hours per week. The work schedule will be flexible to accommodate school attendance and study requirements. Unpaid internships for work/study credit may be possible.

JOB DESCRIPTION:

Our intention is to provide a student with an environment which will reinforce their Information Technology course work and provide knowledge of networks, databases, Geographic Information Systems or PC hardware. This will allow the student the opportunity to experience a technical work environment, apply the knowledge they have, and also to learn new technical skills. The student will benefit from on the job training and mentoring along with participation in team projects, social events, and professional development. The candidate will maintain and enhance St. Charles County's Information Technology and support the IS staff and managers in the day-to-day operations. Key responsibilities include the development, maintenance, and quality assurance of information technology for St. Charles County.

REQUIREMENTS:

Successful candidates must have earned a minimum of 10 credit hours in Technology or Math related coursework with a GPA of 3.0 or higher. Individuals should be detail-oriented and understand the fundamentals of Information Technology. Major and/or coursework in Information Technology, Computer Science, Math, GIS or a related field. Possess a working knowledge of information technology concepts including but not limited to databases, networks, and application development. Minimum experience using MS Windows and MS Office Suite are required. Customer service skills are required. Additional experience with MS SQL Server, PC Hardware, ESRI's ArcMap or Business Analysis is a plus. Candidates should have a strong work ethic, a professional attitude, and a desire to excel in their chosen field. Employment will be contingent on successfully passing a full criminal background check.

TO APPLY:

All applications must be submitted only through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second St., Room 519, St. Charles, MO 63301 Monday – Friday 8:00 am – 5:00 pm.

Applications will be accepted on a continuing basis until the position is filled or a sufficient number of qualified candidates have applied.

[RETURN TO APPLICANT PROCESS](#)

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free work place. A pre-employment drug screen is required for all positions.

AN EQUAL OPPORTUNITY EMPLOYER

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