



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

Title: Information Technology Intern

Department: Information Technology **Hours of Work:** 40 hours

Category: Internship **FLSA Status:** Non-Exempt

Salary/Grade Level: DOE **Date Approved:** 02/2016

Reports to (Supervises/Liaison): Director of Information Technology

INTERNSHIP SUMMARY

This internship will be based at the Goldbelt Corporate Headquarters in Juneau, Alaska. It is offered as a career development opportunity to Goldbelt shareholders and descendants. The internship will provide the selected candidate an opportunity to explore the field of information technology and gain hands on experience in monitoring network, server, and physical network infrastructure while also assisting the Director of Information Technology with providing routine maintenance, troubleshooting, and providing help desk support as needed.

Intern will work with Director of Information Technology on various projects. These include daily monitoring of help desk, MS Exchange, and routine IT housekeeping and preventative maintenance including wire management, testing, labeling, routine software upgrades, deletions and modifications. Intern will gain exposure to the entire IT network for Goldbelt's Alaska operations and also have the opportunity to assist with special projects as needed.

Major Project: Internship project will focus on creating and editing Annual Shareholder Meeting video. Intern will work with Network Administrator and Shareholder Relations department to produce video for offline viewing and web streaming.

NECESSARY SKILLS AND KNOWLEDGE

- Excellent computer skills with a working knowledge of Windows, standard computer architecture, and Microsoft Office
- Good communication skills, both written and oral;
- Ability to provide outstanding customer service;
- Demonstrated ability to manage multiple priorities and deadlines in a fast-paced, demanding work environment;
- Flexibility and motivation to work independently and within a team;
- Positive attitude and willingness to learn;
- Should have outstanding problem solving skills.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Eligible for participation in Goldbelt's Career Development Program;
- Working towards an Associate's, Bachelor's or graduate degree in Computer Science;
- Must be available to work out of Goldbelt's corporate office for a minimum of 12 weeks;
- Ability to lift at least 30 pounds and be comfortable moving various computer equipment.