

<b>Company Name</b>	OhioMeansJobs - Allen County / Allen County Department of Job and Family Services
<b>Address</b>	951 Commerce Pkwy Lima, Ohio 45804 United States
<b>Equal Opportunity Employer</b>	Yes
<b>Name of Site Supervisor</b>	Brittany Eshleman
<b>Site Supervisor's Title</b>	Job Center Supervisor
<b>Site Supervisor's Phone</b>	(419) 999-0254
<b>Site Supervisor's Email Address</b>	<a href="mailto:Brittany.Eshleman@jfs.ohio.gov">Brittany.Eshleman@jfs.ohio.gov</a>
<b>Title of Internship</b>	IT Intern
<b>Job Description</b>	
Job Description:	
<ul style="list-style-type: none"> <li>•Maintain exceptional customer service in interactions with both employees and external customers.</li> <li>•Assists Agency technology staff in receiving and responding to internal requests for computer, printer, scanner and phone support.</li> <li>•Document support actions taken and update employees on progress and resolution of assigned work.</li> <li>•Answer phones and return inquiries in a timely manner.</li> <li>•Develop training documentation to educate employees on computer-related solutions to common issues.</li> <li>•Assist other Agency staff as needed and other duties as assigned.</li> </ul>	
Preferred Qualifications:	
<ul style="list-style-type: none"> <li>•Working toward completion of a post-secondary degree with a focus on Computer Science, Engineering or other related technology field of study.</li> <li>•Regular, predictable attendance is an essential function of the position</li> </ul>	
<b>Duration</b>	Multiple Semesters
<b>Which semester will the internship begin?</b>	<ul style="list-style-type: none"> <li>- Fall Semester</li> <li>- Spring Semester</li> <li>- Summer Semester</li> <li>- Ongoing</li> </ul>
<b>A minimum of 180 hours (one credit hour) for the semester must be completed.</b>	20
<b>How many hours per week will the intern work?</b>	
<b>How many weeks will the intern work?</b>	Summer – 8-10 weeks with a minimum of 20 hours per week.
<b>Will the Co-op/Intern be paid?</b>	Yes
<b>Preferred academic major(s)</b>	IT
<b>GPA Requirement</b>	3
<b>Email resumes to</b>	<a href="mailto:Brittany.Eshleman@jfs.ohio.gov">Brittany.Eshleman@jfs.ohio.gov</a>