

REPOSTED 3/11/2010



POSITION: **INFORMATION SYSTEMS INTERN**
(Position is located at the Golden Gate Bridge - Toll Plaza)

CLASS CODE: **01204 / Non-Exempt**

SALARY: **\$17.91 per hour (No Benefits)**
This Internship position is for a period of up to six months and cannot exceed 1,000 hours of work in a fiscal year.

DATE POSTED: **Thursday, March 11, 2010**

CLOSING DATE: **Thursday, March 18, 2010**

OPENINGS: **1 and To Create a List**

OPEN TO: **All Qualified Applicants**

POSITION DESCRIPTION:

Under supervision, assists Information Systems department. Flexible work schedule is available.

MINIMUM JOB REQUIREMENTS:

- **MUST** be a **currently enrolled student** (*College Student*) who is currently enrolled in college-level coursework relating to this position, with a **minimum of two years Information Systems** or related field course work completed

ESSENTIAL RESPONSIBILITIES:

- Perform product research, test and evaluation
- Assist in installing hardware and software in personal computers and configure personal computers to the District's standards
- Troubleshoot hardware and software problems
- Perform minor hardware maintenance
- Ability to use hand tools
- Perform first-level (basic end user) technical support
- Train end users in software operation
- Assists in installation of LAN and WAN systems, including equipment and software
- Maintain Network documentation
- Prepare end of life computer systems for disposal
- Assist in data entry for Active Directory Implementation
- Knows and follows the safety and health rules and safe working practices applicable to the job

PHYSICAL REQUIREMENTS:

- Most work performed in an office setting, some work is conducted in shop environments
- Ability to lift and manipulate up to 65 pounds frequently
- Desirable to be able to move and manipulate equipment in tight spaces
- Work in all weather conditions

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION

THREE WAYS TO APPLY:

- **E-MAIL to:** jobs@goldengate.org:
Please reference the position title in the subject line of your email.
- **MAIL to:** Human Resources Department – H. Pye
1011 Andersen Drive
San Rafael, CA 94901-5318
- **Apply IN PERSON:** 1011 Andersen Drive, San Rafael, CA 94901-5318

For Directions, General Information and to obtain an employment application, visit our Web Site - www.goldengate.org

Office Hours: 8:30 a.m. – 4:30 p.m.

(Resumes are not accepted in lieu of a completed GGBHTD application)

ALL applications MUST be received in the Human Resources office prior to 4:30 p.m. on the deadline date. Postmarks are not accepted. Applications received after the deadline will not be considered.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION

- A completed employment application
- College Students: Must have evidence of current enrollment as an Information Systems student (or related field)

HOURS: During school year the work week is 20 hours per week, with flexibility for class schedules. Full-Time (37.5 hrs. per week) is available during school breaks.

THE SELECTION PROCESS FOR THIS POSITION may will include: (*)**

- Supplemental Questionnaire
- Skills Assessment Examination
- Oral Panel Interview
- Department interview for final candidates
- Background, Employment and Security Investigation

Information Systems Intern
Code: 01204

- * The District is a drug free workplace. Applicants under consideration will be required to undergo and pass drug testing prior to District employment.
- ** The District will invite only those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process.

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, sex, national origin, ancestry, age, marital status, medical condition, disability, sexual orientation, military experience or genetic information.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4521 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554 or you may contact the District's Equal Employment Opportunity Office at (415) 257-4537.

Revised 03/05/2010 /HP

Human Resources Administration
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318