

# INFORMATION SYSTEMS INTERNSHIPS

**EMPLOYER:** Aultman Health Foundation

**POSITION TITLE:** Information Systems Intern

## POSITION OVERVIEW

The primary purpose of the Information Systems Intern is to assist with duties in some or all of the following departments: Help Desk, Web Support, Cybersecurity and System Support. The intern will be rotated in these areas to give him/her good experience in how IT functions in corporate environments.

## RESPONSIBILITIES AND EXPECTATIONS

- Assist colleagues with the resolution of IT concerns.
- Assist web support team with maintaining the corporate web.
- Participate in meetings and projects about the cybersecurity.
- Manage and audit servers and hardware systems.
- Read technical manuals to learn correct settings for equipment.
- Above duties will be under the direction of department manager or designee.

## BACKGROUND, EXPERIENCE, AND EDUCATION

- Education: Currently enrolled in Bachelor's Degree Program in Information Systems Management, Programming, Networking, or Cybersecurity
- Proficiency in hardware/software trouble-shooting, Active Directory, Networking, VMware VDI, SQL
- Excellent written, verbal, and interpersonal communication skills.
- Knowledge of health care terminology a plus.
- Detail-oriented, and highly motivated.
- Ability to interact in a team environment.

## WORKING CONDITIONS:

- Office environment or home location with moderate noise level.
- Frequent sitting, use of hands/fingers across keyboard or mouse, and long periods working at a computer.
- Occasionally walking, standing, twisting/turning and reaching upward or forward during workday.
- Total hours worked per week based on mutual agreement between the intern and the department manager or executive.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation or protected veteran status. AultCare is an EEO/AA Employer M/F/Disability/Vet.

AultCare/AHF will provide reasonable accommodations to employees or applicants with disabilities, as defined by the Americans with Disabilities Act, who are otherwise qualified to safely perform the essential functions of the job, with or without accommodation, unless such accommodation would constitute an undue hardship on AultCare/AHF or poses a direct threat to the health and safety of the individual or others that cannot be sufficiently mitigated by reasonable accommodation. Any applicant or employee who requires an accommodation to perform the essential functions of his or her job or to enjoy equal benefits and privileges of employment should notify the AultCare Human Resource Department and request such an accommodation.