CUYAHOGA COUNTY
BOARD OF HEALTH
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Network Administration Internship   **Reports to**: Network Administrator
Position to be filled: December 2016/January 2017   **Hours**: Mon.–Fri., 8:30 a.m.-4:30 p.m.
Starting Salary: $12.50/hour   **Fall/Spring Semester**: 15.0-22.5 hours/week
Duration of Employment: 6 months – we will work with the student to set the dates of employment

Minimum Requirements:
Currently enrolled as a college student with successful completion of sophomore course work towards a degree in Computer Science and/or Computer Information Systems or equivalent program from an accredited college or university. Experience with Apple and IBM computers. A valid Ohio driver's license with ongoing proof of auto insurance.

Preferred qualifications:
1. Knowledge in computer hardware and software maintenance.
2. Proficient in Windows 7 Pro, Windows 8, and Windows 10,and SQL Server 2003/2008.
3. Good communication skills and ability to explain solutions to end-users.
4. Ability to troubleshoot and resolve hardware and software problems.
5. Proficient in Microsoft Office Suite.

Responsibilities:
Will include, but NOT limited to:
1. Provide assistance with the set up and installation of hardware (e.g. computers, printers, scanners, mapping drives, etc.).
2. Configuring Email accounts in Outlook, Configuring VPN accounts, Data Encryption., Computer inventory.
3. Assist with the set up and installation of software (e.g. Microsoft Office, Adobe, Windows and other updates) as needed as well as user email accounts.
4. Assist with the configuring and reconfiguring of computers and other devices.
5. Provide end-user support to various levels of technical and non-technical staff.
6. Work collaboratively with colleagues within the department on assigned program activities.
7. Will participate as requested or needed in the event of any public health emergency
8. Other duties as assigned by Supervisor or Service Area Director

Forward pre-employment application to:
Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: <u>Applications will be received until the position is filled.</u>

Please print and complete the pre-employment application available on our website,
www.ccbh.net. Please attach your resume.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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