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JOB TITLE: Information Technology Intern

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JOB SUMMARY

Information Technology Intern will be the Administrations Managers point of contact with harbor and office personnel to handle Information Technology (IT) issues in relations to various hardware and software systems. The Information Technology Intern may also deal with harbor customer issues that are beyond the ability of the harbor staff to resolve. Information Technology Intern will work at the main office as well as on-site in the harbors as necessary.

May also involve answering telephones, directing calls to appropriate extension and assisting customers in a prompt and courteous manner. Performs general clerical duties providing support for the company's daily IT operations.

DUTIES AND RESPONSIBILITIES

Assists with managing main office network, servers and related equipment.

Assists with establishing and managing networks, computers, printers and other equipment at the harbors and ice rinks.

Assists with managing parking and dock access systems.

Assists with managing parking revenue systems.

Assists with managing camera and other video surveillance equipment and systems.

Assists with deploying and managing software.

Assists with training harbor staff on harbor software.

May research pricing for new equipment.

Installation of hardware and software as needed.

SUPERVISION:

Given: Office and Harbor Staff
Received: Administration Manager

EDUCATION:

An associate degree in Computer Science or Information Technology or current enrolment with at least 60 credit hours towards a bachelor's degree in Computer Science or Information Technology.

EXPERIENCE:

Experience with Microsoft Server, Microsoft SQL, Microsoft Remote Desktop Services and Microsoft Office products. Experience with IP camera systems and Marina experience a plus.

SKILLS/ABILITIES:

Basic math computation skills. Ability to do detail work accurately and within specified time frames. Ability to learn to use PBX, voice mail and call accounting systems within two weeks. Ability to type 30 words per minute. Ability to use or learn to use, within one-month, proprietary software for maintaining records. Ability to file alphabetically. Ability to communicate professionally and effectively in person and on the telephone. English language written, oral and comprehension skills.

PHYSICAL STANDARDS:

Parts of the work, such as word processing, data entry, proofing or figure work may involve eye strain. Job requires ability to sit for long periods performing data entry functions.

PHYSICAL REQUIREMENTS

Mainly an office environment in the Recreation/Marina Industry. Must be able to see, read and write. Must be able to walk on many types of surfaces in a Marina environment.   Will sit for long periods. Must be able to bend, stoop, and reach. Ability to receive packages and other deliveries, lifting up to 25 pounds.

OTHER REQUIREMENTS

A valid driver's license is required for employment due to the necessity to drive either a company or personal vehicle to various locations in the course of work.

Please submit applications online at www.chicagoharbors.info/jobs

Resumes can be sent to:

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1st Floor South
Chicago, IL 60605
rkane@chicagoharbors.com