



**United States District Court
Eastern District of New York**
www.nved.uscourts.gov

Vacancy Announcement 16-23/FallInt

**College IT Intern
(more than one position may be filled)**

**Clerk's Office
Brooklyn and Central Islip Courthouses
225 Cadman Plaza East & 100 Federal Plaza**

Salary: \$14.03 per hour

Closing date for receipt of résumés: September 30, 2016

POSITION OVERVIEW: The IT Internship Program of the U.S. District Court/Eastern District of NY exists to help college students gain valuable work experience with a mid-size organization. The internship will be with the IT Department of the Court. The Court has over 150 employees and more than 300 computers. The work attire is business casual. The student should be able to lift and move IT equipment such as computer, monitors and printers. An intern can expect to gain experience with one or more of the following responsibilities:

- Inventory management - update the inventory database with the current location of equipment; reorganize the computer and audio/visual storage rooms as needed.
- Help desk phone support - answer phone calls from customers, respond to their inquiries or transfer requests to more experienced IT staff.
- Setup computers - setup new computers to have standard settings and applications used by the Court;
- Test hardware - test hardware such as computers, monitors, scanners, keyboards and audio/visual equipment.
- Maintain equipment - perform maintenance/cleaning procedures on equipment; update/remove applications as needed.
- Train users - train users to use IT equipment and applications.
- Develop or generate reports - use Structure Query Language to develop reports; generate Excel reports needed by managers.

REQUIREMENTS: The successful candidate(s) must be entering or enrolled in a college or university, in academic good standing and working towards an IT related degree. Applicants must be able to work between 8 and 24 hours per week, and the actual work schedule will be determined by the Court and the student. The internship will run for no more than 8-14 weeks, commencing during Fall 2016. The internship start date will be determined by the Court, the school and the student.

To apply, please submit a cover letter stating our interest, your preferred location (Brooklyn or Central Islip), the date you can start and the schedule (days and hours) that you can work each week along with a résumé via email to:

nved-applications@nved.uscourts.gov

Attn: Human Resources Department

**All applicants must be U.S. Citizens. Applicants selected for the position are subject to a background check.
The U.S. District Court is an Equal Opportunity Employer.**