Pennsylvania Culinary Institute
IT Internship

717 Liberty Avenue
Pittsburgh, PA 15222
http://my.pci.edu

The L. Edwin Brown Library and Resource Center provides resources and information services to the faculty, staff, students, and alumni of the Pennsylvania Culinary Institute (PCI) in Pittsburgh, PA. The staff consists of the Dean of Library Services; one full-time Library Assistant; and at least four PCI student workers.

Duties of intern:
- Maintain student institute websites including integration and management of Web 2.0 and 3.0 technologies
- Student labs PC support including updating software
- Assisting with technical projects and repairs
- Technical support and assisting with resolving HelpDesk tickets
- Varied special projects, as necessary

Requirements and skills:
- Prefer current students enrolled in an IT or IS associate, undergraduate or graduate program Minimum GPA of 2.5
- Must be highly organized, independent worker and be able to appropriately handle confidential information
- The qualified individual should possess decent writing skills, advance knowledge of computer systems (Windows), and the ability accomplish assigned tasks independently
- Network knowledge or experience is a plus

Location: IT and Library
Available Positions: 2
Compensation: unpaid/academic credit
Academic Background: Information Technology

Contact: Casey Sirochman, Dean of Library Services
Phone: 412-325-6585 email: csirochman@pculinary.com

Application procedure: e-mail (include cover letter and references)