PCKIZ INTERNSHIP—ACUTA DIGITAL

Internship Title
IT Assistant

About Us
Acuta Digital, Inc. is a small IT firm that provides website development and database management services to small businesses and non-profit organizations to help them achieve their goals.

Duties & Expectations
Are you a creative, detail-oriented, well organized, self-starter, hard working, and fun person looking to work with a fun IT company? If so, you are the perfect candidate for this internship. Below are some of the duties you will be required to perform:
- Gather market information for internal use
- Update our easy-to-use intranet system with prospective clients and current clients information
- Help answer phone calls, communicate with clients, manage tasks/projects, etc.
- Record minutes from weekly meetings
- Help with new contents for our newsletter publications
- Make all bank deposits… come to think of it, we will take care of that one
- Have some working knowledge of Microsoft Office 2003 or later (Word, Excel, Outlook, PowerPoint)
- Must definitely have excellent communication and listening skills
- General knowledge of web technologies (i.e. HTML, database, blogs, forums, CMS, etc.)
- Must be deadline-driven and deliver work on time
- Must be able to work independently as well as on teams
- Must be flexible and adaptable to changing requirements and priorities.

Hours:
The internship will last for eight (8) weeks.

The intern is able to work up to twenty-five (25) hours per week at a pay rate of $10.00 per hour.

Interested students should send their resume to Karen Eady-Lockett at Kelockett@pckiz.org.

For additional information about Acuta Digital, please visit their website at www.acutadigital.com.

For more information about the Pittsburgh Central KIZ please visit our website at www.pckiz.org.

We are an equal opportunity employer and committed to a diverse workforce
700 River Avenue, Suite 540, Pittsburgh, PA 15212