

Work Study Job Description

Job Title	Public Health IT Intern
Organization Name	King County Information Technology (KCIT)
Job Location	401 5th Ave, Seattle WA 98104
Address	401 5th Ave Seattle WA 98104
Pay Rate	\$12.77 - \$16.18
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Joni Shirer
Phone Number	206-263-7847
Email Address	joni.shirer@kingcounty.gov
Website	http://kingcounty.gov/operations/it.aspx

Nature of Organization

King County IT provides a wide variety of services to citizens, regional partners, local government agencies and to King County departments and employees.

Duties and Responsibilities

Maintain and update Windows 7 training materials using MS One-Note.
Compile instruction/training materials for new employees on how to use Public Health technology and applications.

Develop a process and tracking method for surplus computer equipment.
Develop and document user guides and troubleshooting processes for commonly used Public Health applications.

Contribute ideas and input for process improvements and database modifications.
Responsibilities will also include administrative activities such as technical documentation, data entry, filing, inventory control, metric tracking and information verification

Minimum Qualifications

Reliable, punctual and professional
Knowledge of MS Word & Excel
Effective written and oral communication skills
Excellent communication and organization skills
Ability to: work independently and collaboratively, see projects through to completion, follow detailed instructions and execute accordingly, perform work with a high degree of accuracy and efficiency, communicate technical concepts in simple and easy to understand language, document processes clearly

Educational Benefits

Experience: working with a variety of technical and non-technical staff to help them understand technology; working with industry standard MS SharePoint and other Microsoft technologies; developing training materials for a wide range of learning styles; working in a team environment to develop best-fit solutions; working in local government; presenting research and proposals to staff and management; performing business process analysis; working in a large IT organization

How to Apply

If interested and qualified, please send a resume to Brent Veenstra at Brent.Veenstra@kingcounty.gov

Job Number: 60KCIT01 | Category: Technology | Program: State | Reimbursement Rate: 60%