



Carlton County, Minnesota

Office of Human Resources

301 Walnut Ave, P.O. Box 510, Carlton, Minnesota 55718

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CARLTON COUNTY INTERNSHIP ANNOUNCEMENT

POSITION: Help Desk/IT Support Intern
I.T. Department

STATUS/WAGE: Temporary part-time: \$12.00 per hour for up to 37.5 hours a week and up to 12 weeks

ESSENTIAL DUTIES & MINIMUM QUALIFICATIONS:

Assist with help desk and IT related job duties. Help with management of current technology hardware and software. Organization of IT hardware and software. Communicate with IT staff and other Carlton County users or offices. Assist with various IT related projects. Provide assistance concerning the use of computer hardware, software, printing, installation, word processing, electronic mail, and operating systems. May include website updates, design and development. Assist with call and e-mail support of any technology related issues. Other job duties as assigned. Work hours are between 8 am to 4 pm Monday through Friday. Hours can be flexible, but prefer at least a 4 hour work day. Approximate or flexible start date in September.

Two-year college diploma or degree in technology related field or in the process of working toward diploma or degree. Preferred cumulative GPA of 3.0 or higher. Must have excellent written, verbal, and interpersonal skills and the ability to provide strong attention to detail with the ability to proof work for accuracy.

CLOSING DATE: Open until filled

TO APPLY: A completed Carlton County employment application is **required** and **must be submitted to Human Resources in person, via email to employment@co.carlton.mn.us or via US mail.**
*Applications available from: <http://www.co.carlton.mn.us> or Carlton County HR Office, 301 Walnut Street
P.O. Box 510, Carlton, MN 55718 Phone: (218) 384-9140*