IT Desktop and Asset Internship

College to County Intern 2021 - Department of County Assets

Pay Rate:	$20 per hour
Job Type:	Temporary College Intern
Duration:	Summer 2021
Hours:	30 - 40 hours a week
Location:	Multnomah Building - 501 SE Hawthorne Blvd, Portland OR 97214

Multnomah County Information Technology is one of the most innovative government IT organizations in the nation, dynamically aligning itself with emerging industry trends. We are a group of creative, smart, and talented people who foster an inclusive environment of collaboration and fun. Our strength is the diversity of our people.

Our Mission:
Multnomah County IT professionals leverage technology to drive innovation, efficiency, and cost-savings, helping government respond effectively to community needs.

Our Vision:
Multnomah County IT helps residents and county employees get the data they need. Anytime, any place.

Internship Description:
This internship will assist in maintaining software and hardware asset information in the county's asset tracking tools. This requires working with asset changes made throughout the county for IT desktop devices. Requires the ability to query data, work with other IT teams, customers and systems to determine the correct information. Asset information is critical to many areas of our business and it is important for asset information to be accurate. This position will be responsible for working with the IT team to ensure asset information is accurate and updated in the IT asset tracking tools.

Duties in this internship will include:
- Verify asset data in tracking tools
- Query data using county asset tracking tools
- Update data based on information gathered by researching current information, reviewing changes made to assets, contacting other IT team members and contacting customers assign to those assets
- Update spreadsheets with new information
- Assist in reviewing the current asset tracking process and make suggestions for improvement to the process

Minimum Qualifications:
- Coursework in Information Technology, Computer Science, Project Management, or Software Development
- Technical proficiency to work in the county's asset tracking tool, locate data, and run queries

- Ability to review data and make decision based on that data for updates to asset records
- Familiarity with a PC or laptop running Microsoft Windows
- Familiarity with Microsoft Excel and Google products
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to communicate with customers via phone, email or in person to verify data
- Ability to both follow directions and work independently
- Ability to pass a records check and be fingerprinted on or before the first day of employment.

Veterans' Preference:
Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment.
Review our veterans' preference website for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would
transfer well to this position and/or special qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:
Please fill out and submit an application for this position by April 4th, 2021.