

# The City of Wisconsin Rapids

## IT Internship

**Type: Part Time**

**Pay rate: \$15.00/hour**

### **Position Summary**

The City of Wisconsin Rapids is hiring an Information Technology Intern for the City's Innovation & Technology Department. The Intern will work closely with the City's GIS Coordinator and Information System Administrator. This position will report to the IT Manager.

### **Responsibilities**

- Answer phone calls and emails as a part of the IT staff
- Assist with help desk management
- Provide end user assistance and training
- Assist with new technology adoption
- Assist with inventory management
- Set up new workstations and users.

### **Qualifications**

- Candidate should be enrolled in a STEM associate's, bachelor's or master's degree program or a recent STEM graduate. Preference given to computer science.
- Candidates should have knowledge of or experience with relational data
- Experience with any of the following is a plus: Helpdesk support, cloud systems, inventory management systems, Microsoft products.
- Self-directed and able to work without supervision

### **Internship Outcomes**

The intern will gain the following experience:

- Information management for local government
- Asset management
- Help desk management

### **How to Apply**

An application is available at [www.wirapids.org](http://www.wirapids.org). Please submit application materials to:

[recruitment@wirapids.org](mailto:recruitment@wirapids.org)

or

City of Wisconsin Rapids  
Human Resources Dept.  
444 West Grand Avenue – Room 303  
Wisconsin Rapids, WI 54495  
EOE