



OREGON TRAIL ELECTRIC COOPERATIVE JOB POSTING

INFORMATION TECHNOLOGY INTERN

POSITION SUMMARY:

Excellent opportunity for a student pursuing a technical degree to obtain real world marketable computer skills working with a team of experienced IT professionals in a fast-paced high-tech environment. This position will play a key role in helping the IT team develop and deploy a new website monitoring program for the Cooperative. The IT Intern will assist with all phases of the project lifecycle including: gathering/analysis, solution design, development, testing, debugging, and deployment. Position will provide first level support for end users and maintenance of the Information Technology infrastructure, including the Cooperative's Intranet site.

PRIMARY RESPONSIBILITIES:

- Work with the IT team and other departments in requirements gathering and analysis for the Cooperative's website monitoring program.
- Work with the IT team on program design, development, deployment, and testing.
- Help maintain the Cooperative's intranet.
- Provide first level technical support for end users in a Windows based environment.
- Assist IT team in maintaining the IT infrastructure including troubleshooting connectivity problems and other computer related issues.
- Basic support for Windows 10 and applications such as the Microsoft Office Suite and Microsoft Outlook.
- Basic support for mobile devices including laptops, iPhones, and iPads.

SKILLS & QUALIFICATIONS:

- The successful candidate may either be a recent graduate, currently attending college in their Junior or Senior year, or pursuing their master's or advanced degree. Course of Study may be in Computer Science, Computer Networking, or other computer related degree
- Ability to troubleshoot and diagnose problems with computer equipment including Printers, PCs, laptops, and mobile devices
- Competence with Windows 10 and Microsoft Office Suite
- High school diploma or equivalent
- Possess and maintain a valid state driver's license

APPLICATION:

Send [employment application](#) and resume to HR at Careers@otecc.com with the job title in the subject line.