

LINCOLN HOUSING AUTHORITY
Job Notice

Position title: IT Intern
FLSA Status: Part Time, Non-Exempt (Internship)
Closing Date: March 20, 2023

The Lincoln Housing Authority is seeking an **IT Intern** to assist in providing end user support for agency staff at various locations. The position offers a flexible schedule between the hours of 8:00am – 5:00pm M-F up to a maximum of 19 hours a week. **This position is open to current students actively pursuing a degree in Information Technology.** Hourly Pay Rate: \$14.00 (position is not eligible for benefits.)

Specific Job Functions

Provide end user support of installed computer applications including, but not limited to the following:

- Microsoft Windows 7 and 10
- Microsoft Outlook
- Corel Office Suite
- Microsoft Office Suite

Assist in maintaining and updating the LHA Intranet

Assist in maintaining and updating the LHA Web Page

Assist in configuration and installation of new or existing PC hardware and peripheral devices.

Perform other related duties as required.

Required Knowledge, Ability and Skills

- Ability to communicate effectively both orally and in writing.
- Ability to comprehend and follow both oral and written instructions.
- Ability to work independently, prioritize work tasks and meet deadlines.
- Ability to maintain positive working relationships with employees, supervisors, and the public.
- Working knowledge of the following software products: Microsoft Windows, Microsoft Office, Corel Office Suite, Microsoft Outlook, and Internet Explorer.
- Working knowledge of networking software and protocols such as Windows NT/2000 Server, TCP/IP, etc.
- Working knowledge of software and hardware troubleshooting and installation.
- Major course work in Computer Networking, MCSE Preparation, Computer Science or a related field.
- Must possess a valid State of Nebraska driver's license, and have the ability to drive to other agency locations in Lincoln, Nebraska.

Application Information: Apply online at www.L-housing.com. *A resume is not a substitute for a completed job application.*

Background checks including criminal history will be conducted on finalists.

Lincoln Housing Authority is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.