Baltimore County Department of Aging

Intern Job Description

Job Title: Information Technology Intern

Location: Ateaze Senior Center (plus others as needed)

Dates of Service: Monday through Friday (varies)

Time Commitment: 8:30 a.m. to 3:30 p.m. (varies)

Supervisor: Rebecca Ebert, Division Chief

Summary of Position:

Individuals who have entered into an information technology internship will assist the senior center staff and council executive boards with insuring the proper operation of council-owned computers and senior center audio-visual equipment. Tasks may include:

- Cleaning up software, checking for viruses, uninstalling/installing printers and installing software.
- Assessing sound systems. Recommending improvements for council owned systems and setting up a cheat sheet on how to use them.
- Developing cheat sheets for how to host and join Webinars and Video Learning programs specific to the equipment at the individual centers.
- Reviewing current IT set up in centers and addressing needs of individual centers.

Objectives of Internship:

At the conclusion of the internship, the intern will have/will be:

- Assisted senior center staff and executive board members with their information technology needs.
- Given an overview of the Senior Centers Division and the Department of Aging
- Able to interact with older adults in a meaningful and positive way
Qualifications and/or Skills Desired:

- Interested in working with senior adults
- Creative
- Flexible
- Excellent customer service skills
- Knowledgeable about computer and A/V hardware and software
- Good listening and communication skills
- Organized

Certifications (helpful but not required):

- CPR, AED and First Aid