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The Claxton Bank IT Internship

November 6, 2019



IT INTERN JOB DESCRIPTION – Starting January 2020

FUNCTION: To gain experience in the Information Technology field in a real world environment.

RESPONSIBILITIES:

- **Work with current IT personnel on various levels:**
- **Aid in installing, upgrading and troubleshooting all computer hardware and software bank wide:**
- **Assist in fulfilling all incoming service requests**
- **Help with staff moves and software installations.**
- **Spend time shadowing members of the IT Department.**
- **Assist with Information Security, Disaster Recovery, and Vendor Management processes, as well as help with the bank's social media presence.**
- **Suggest improvements to improve the efficiency throughout the IT Department.**
- **Complete an IT related project and present findings to Senior Level Management at the end of the internship.**
- **You are expected to fulfill the above guidelines, cooperate with all associates, and contribute to the team.**

JOB REQUIREMENTS:

Knowledge, Skills, and Abilities – As least 2 years in a Computer Science or Information Technology program. Willingness and ability to work as part of a team as well as independently as needed. Must high integrity, willingness to work hard, high enthusiasm, and be detail oriented.

Compensation will be provided.

Internship to begin January 2020.

TO APPLY: Submit a resume to Val Holton, CFO at vholton@theclaxtonbank.com

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