



# System Support Intern

**Department: Computer Services**

**Position Title: System Support Intern**

**Position Type: Part-time - Temporary - 9 months**

## **Job Description/Summary:**

The purpose of this position is to provide technical support, from an Information Technology (IT) aspect, for projects presented to the Computer Services department, which are non-standard in nature. These types of projects and requests may include, but are not limited to, proof of concept builds, prototypes, industry innovations and trends, research design and development, and special use cases.

## **Essential Functions:**

- **50% of time:** Assist in the architecture, design, development, deployment, and support of complex systems.
- **25% of time:** Performs multi-disciplinary research in IT. Covering topics, such as, networking, systems, servers, end-points, hardware/software, etc.
- **10% of time:** Mentors student employees to develop essential workplace skills, on-the-job training, and professional development.
- **5% of time:** Facilitates and interprets customer ideas into a technical framework for evaluation and testing.
- **5% of time:** Prepares reports and technical documentation for review by Computer Services.
- **5% of time:** Assists with project proposals.

## **Job Qualifications:**

### **Required Qualifications:**

- High School Diploma or GED

### **Preferred Qualifications:**

- Post-secondary coursework pertaining to Computer Information Systems
- Industry recognized licenses or certifications. (Must be current.)
- 1 year experience working in an IT lab and/or research environment.

### **Required knowledge, skills & abilities:**

- Strong leadership skills.
- Ability to communicate effectively and concisely.
- Ability to work in a team environment and be a team player.
- Ability to work independently with little to no supervision.
- Must possess troubleshooting skills and an analytical mindset.
- Ability to be self-driven, self-motivated, and a self-learner.

### **Pay information:**

**Wage:** \$14.90/hour

**Paid:** Bi-weekly

### **How to Apply:**

**[Click here to apply for this position!](#)**

For questions about this position, please contact **Bill Cherrington** at **[Bill.Cherrington@rrcc.edu](mailto:Bill.Cherrington@rrcc.edu)**.

For questions about Variable Hour, part-time employment in general, please contact Bob Miller at **[Bob.Miller@rrcc.edu](mailto:Bob.Miller@rrcc.edu)**.

This position will remain open until 12:00 pm on 2.25.20.

*Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.*

*Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.*

*RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email [arnie.oudenhoven@rrcc.edu](mailto:arnie.oudenhoven@rrcc.edu) or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 [deborah.houser@rrcc.edu](mailto:deborah.houser@rrcc.edu). 13300 West Sixth Avenue, Lakewood, CO 80228.*

*You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.*

*Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.*

*RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.*

*For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.*

