IT Co-Op Job Description

The Michigan Council of Women in Technology (MCWT) Foundation is seeking a paid, part-time IT Co-Op with a passion for technology, collaboration and creative problem-solving. The co-op student will actively contribute to meaningful projects and work closely with and report to the Tech Admin at MCWT. The IT Co-Op must have strong communication skills, a strong work ethic and a can-do attitude. The IT Co-Op is both excited to be stretched with new tasks and challenges while maintaining a philosophy that it is important to do all tasks well, no matter how seemingly small.

JOB DUTIES:

- Assist in collecting and cleansing data to populate the Neon CRM database with realistic, reliable, and timely historical data.
- Continuously check quality of data in the database for completeness, relevance, timeliness, and other standards in accordance to defined specifications
- Create and maintain Excel tracking sheets
- Assist in handling data migration duties
- Assist in performing hardware and software installation procedures
- Provide support in diagnosing hardware and software issues and troubleshooting activities
- Document processes for training and guidance
- Create and maintain Visio process flow documents
- Provide support in setting up end-user training activities
- Organize electronic documents using SharePoint, as needed
- Take meeting notes and distribute to attendees
- Input information or data
- Assist in hardware and software inventory management
- Review and respond appropriately to emails from several general email boxes.
- Garner a working understanding of the most frequently asked questions and the tools and resources available to answer them.
- Assist with maintaining the membership database and facilitate user needs, as required.
- Any other activity related to data entry, documentation, and/or providing refresher orientation to new comers as and when requested
- Other tasks as required

POSITION REQUIREMENTS:

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit
- Minimum GPA of 3.0
- Proficient computer skills, including HTML/DHTML and Microsoft Office Suite (Excel, Word and PowerPoint)
- At least 1 college-level course on Databases including administration and configuration experience or one-year CRM application administration work experience and knowledge
- Strong verbal and written communication skills
- Excellent analytical and problem-solving skills
- Strong work ethic and attention to detail
- Self-directed and able to work with limited supervision
- Energetic and eager to tackle new projects and ideas
- Must be 18 years of age

ADDITIONAL INFO:

- This is a part-time hourly position requiring a minimum of 15-20 hours per week. This role will include opportunities for professional development and growth.
- The co-op commitment is for the entire school year (nine months), with optional summer extension. May require on-site work up to once or twice a week, depending on task.
- Applicant must sign Non-Disclosure Agreement as a condition of employment.

TO APPLY:

Send a resume and cover letter/email outlining your skills and interest to Tammy Doroshewitz at jobs@mcwt.org. The position will remain open until filled.

MCWT is an equal opportunity employer and prohibits discrimination and harassment of any type. We afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

MCWT seeks a diverse pool of applicants, all are encouraged to apply.