

Job Title of Student Intern II

Pay Range: \$12.56 - \$14.94 per hour – Depends on Experience

Hours: 8:00 a.m. – 5:00 p.m. negotiable/flexible

Payroll Title: Student Intern II

Department/Division: Information Technology Department/Client Services

Employment Status: Student Intern II

Closing Date: Open until filled

Primary Responsibilities

- Primarily answer phones in a Help Desk environment
- May be asked to run errands within the city i.e. pick up equipment from client
- Perform documentation in the call tracking system
- Equipment Assistant
- Other as assigned
- Customer Service

Qualifications

- Able to understand general work environment
- Perform straight forward, easily defined tasks or combinations of tasks
- Basic Knowledge of PC components and able to replace parts (CPU, RAM, HD, etc)
- Follow established procedures, document calls
- Basic knowledge of Microsoft Office Products i.e. Windows, Excel, Word, etc.

Physical Demands

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 25 pounds.
- The noise level in the work environment is usually moderately quiet.

Definition of a Student Intern

- Must be enrolled in a bona fide education program. Full time employees taking evening classes, those enrolled in one course, or those going to school periodically are not considered student interns.
- During the school year must be scheduled to work 20 hours or fewer per week.
- During special situations (i.e. specific internship programs through school) or during school breaks, can be scheduled to work more than 20 hours, up to full time, if appropriate.
- Must be terminated as a student intern when no longer associated with an education program.
- At-will for the duration of the student intern status.

How To Apply

Application may be downloaded from the Temporary Jobs page, or picked up at the Service First Desk located on the main floor of City Hall: 450 – 110th Ave NE, Bellevue, WA 98004.

Send completed applications with resume to:

City of Bellevue
IT Client Services
Attn: Denise Ritthaler
P.O. Box 90012
Bellevue, WA 98009

For more information, call Denise Ritthaler at 425-452-6987 or email dritthaler@bellevuewa.gov