Grand Lodge of Illinois Ancient Free and Accepted Masons - ITS

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Email Address: fcline@afam-il.org

Agency Contact: Frank Cline  Contact Title: Grand Secretary

How should students contact you? Email

Internship or Job Description.

Installing and configuring computer systems; monitoring and maintaining computer systems and networks; talking staff/clients through a series of actions, either face to face or over the telephone; troubleshooting system and network problems and diagnosing and solving hardware/software faults; finding solutions to problems, be it through creating a desktop shortcut or fixing a major fault on the operating system; replacing parts as required; providing support, including procedural, documentation; following diagrams and written instructions to repair a fault or set up a system; running network applications to support systems and users; supporting new applications; setting up new users; responding within agreed time limits to call-outs; working continuously on a task until completion (or referral to third parties, if appropriate); prioritizing and managing several open cases at one time; rapidly establishing a good working relationship with other professionals (e.g., contract businesses) in order to make necessary repairs; testing and evaluating new technology; experience with SQL Server and Access Database strongly preferred. Other duties as assigned.

How do you want students to submit cover letters and resumes? Email attachments

How many hours per week do you anticipate needing the student? 10 to 20

How many weeks do you anticipate needing the student? 16 weeks

When is this position available?
Spring (January-May)
Summer (May-July)

General description of this agency or business:
Freemasonry in Illinois has a long-standing tradition of serving our communities with various acts of beneficence. Masons throughout the state continue this tradition through a network of charitable programs, with a primary focus advancing the welfare of others, particularly children and senior citizens. In continuing this tradition, we, as Freemasons, not only serve our communities by setting a good example as citizens, but also improve the lives of future generations and care for the elderly.

Basic student learning anticipated:
Participation in a Not-for-Profit entity.
Understanding of office networking
Understanding of workflow and design

Updated 5/1/2013