**Academic Semester:** Summer 2013

**Title:**  IT Intern

**Project Description:**

The IT Intern will help with the roll-out of Microsoft Lync as the instant messaging and video conferencing solution for Polaris Library Systems’ internal and remote staff. (Skype is also used for video conferencing.) The IT Intern will:

* Assist in the development of a roll-out project plan
* Create documentation for training Polaris staff
* Conduct training sessions, either one-on-one or by groups within departments

**Qualifications:**

* Because this project involves extensive direct communication with the Polaris staff, it is essential that the application have good verbal skills, good written communication skills, good presentation skills, and excellent people skills.
* Experience with instant messaging solutions is a real plus.
* Project management skills are highly desirable.

**Additional Information:**

* While Polaris can offer flexibility in scheduling hours, work will be performed during regular business hours (Monday-Friday, 8:30-5:00).
* The majority of the work will be performed in the company’s headquarters at 103 Commerce Boulevard, Suite A, Liverpool.
* The Manager of Network Services will oversee the IT Intern’s work, with input on the project from other IT Department members.
* Depending on the qualifications and availability of the successful applicant, the IT Intern may be asked to participate in a second project—the rollout of the Windows 8 operating system to Polaris staff.