

POSITION TITLE: IT Internship – Business Information Management

PURPOSE:

The IT Intern will work under the supervision of a Papers IT team member to understand and enhance business processes and information technologies that service the Papers sector. The IT Intern will have specific activities to assist in enhancing information technology initiatives.

PRIMARY RESPONSIBILITIES:

- ♣ Under close supervision, acts as a liaison with the business, ITSS and other IT groups to coordinate the delivery of information technology solutions to the business
- ♣ With close supervision, understands business data and how to effectively present information using specific software tools
- ♣ Creates documentation for new processes and technology solutions
- ♣ Under supervision, works cohesively with other IT resources on integration and business process design
- ♣ Provides functional area support as required
- ♣ Conducts training for information technology solutions to business users
- ♣ Educates others in the IT organization on the direction of the business
- ♣ Will enhance the rollout of the Microsoft Collaboration tools and PC refreshes for Papers by assisting with communication and educational materials and learning sessions
- ♣ Will enhance data migrations for related detail system evaluations
- ♣ Will help to develop break/fix techniques and processes for electronic transactions
- ♣ Will help to conduct software testing for web sites

JOB REQUIREMENTS:

- ♣ Pursuing minimum of a Bachelor's Degree in Management Information Systems, Computer Science **or Industrial Engineering (ET/MECH)**
- ♣ Analytical, communication, and interpersonal skills
- ♣ Business knowledge and process orientation
- ♣ Related work experiences

KEY COMPETENCIES:

- ♣ Action Oriented
- ♣ Organizing
- ♣ Time Management
- ♣ Integrity and Trust

Posted 10/03/2011, email srmoses@memphis.edu for a copy of this posting

**Students must apply through eRecruiting to be considered for an on campus interview.
On campus interviews will take place in Career Services on October 14.**