

Internship: EPA Radiation and Indoor Environments National Laboratory Information Technology

This position is located at the EPA's Radiation and Indoor Environments National Laboratory (R&IE) in Las Vegas, Nevada. Specifically, the intern will be assigned to the Information Technology (IT) function of R&IE. Under the direction and guidance of the IT Manager, the intern will be responsible for maintaining hardware and software inventories, maintaining mobile phone records, assignment of IT items to personnel, preparing purchase orders, excessing equipment, and servicing printers. The intern is expected to be exposed to other IT-related responsibilities as time allows.

Position Requirements:

- This position is geared towards the undergraduate preparing for a IT, MIS or any science major
- Strong written and verbal communication skills
- Good computer skills including knowledge of databases and spreadsheets
- Ability to grasp concepts quickly and work with minimal supervision
- Ability to organize data, generate reports and produce associated charts

Preferred Skills/Experience:

- General Knowledge in the IT field
- Exposure to a desktop relational database

This internship consists of working approximately 40 hours per week for Summer 2008. Salary is determined by academic year (sophomore, junior, senior, graduate). This position is open to U.S. citizens and permanent residents.