

# **Paid Internships**

## **State of Connecticut Judicial Branch**

The State of Connecticut Judicial Branch is seeking 3 paid interns for a 12-month term in the Information Technology Division (ITD). Efforts will be made to base the work schedule on the student's academic commitments.

### **POSITION RESPONSIBILITIES – ITD Internship**

- Image, configure and deliver PC and laptop workstations to judicial locations state-wide
- Backup/Restore user's data
- Assist with audio/video installations and support
- Assist with state-wide Microsoft Teams system upgrade
- Providing technical support to end-users

### **MINIMUM REQUIREMENTS**

- The paid internship positions are open to currently enrolled Information Technology majors who possess 60 credits or more in Information Technology.
- Strong attention to detail, hardworking, enthusiastic and reliable.
- Proficient in Microsoft Windows 10 and Microsoft Office Suite.
- Familiar with Windows file management networking concepts.
- Solid communication skills and willingness to work in a team environment a must.
- Able to work independently.
- Physical ability to lift 30 pounds.
- Positions require frequent bending, squatting, crawling, and kneeling in and around small workstation areas.
- Valid Driver's License in good standing and subject to a background check.

Successful candidates will receive \$15.00 per hour and will be potentially eligible for health benefits.

**Interested applicants should mail or email a copy of their resume on or before October 1, 2021 to:**

State of Connecticut Judicial Branch  
Human Resource Management Recruitment Unit  
90 Washington Street  
Hartford, CT 06106

[HR.Recruitment@jud.ct.gov](mailto:HR.Recruitment@jud.ct.gov)



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