**Internship Positions**

Office Assistants

We need students with a high level of organizational skills to assist office managers with various projects such as organizing outings for the Parks and Recreation Department. We need interns who can use Word to write business style memos, letters, and reports. We also need interns who can design effective newsletters and perform mail merge.

Presentation Designers

Many employees has asked for assistance designing PowerPoint presentations. We need students who can transform the the content provided by these employees into effective and dynamic presentations.

Assistant Analysts

Most city budgets and plans are presented in Excel workbooks. We need interns who can help create and format these spreadsheets. Students will work in this capacity need to understand proper business formatting techniques, apply basic mathematical operations, create accurate charts, and perform fundamental statistical analysis.

Database Designers

Many employees use Access to work with the city’s database. Several more manage their own standalone Access databases for use within their respective departments. So we need interns who can design Access tables, forms, queries and reports.

Community Center Computor Classes

Computor classes are offered at five community centers. The following classes are offered once a month and others are offered intermittently:

* Introduction to Computers and Windows 10
* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Using the Internet

Help Desk Technicians

Our IT Services department maintains a Help Desk that services all our employees questions regarding Microsoft Office and any problems they have with their computers. We need students well versed in Microsoft Office applications and capable of assisting others to troubleshoot technology related issues.