**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



**AA/EOE**

[**www.jud.ct.gov**](http://www.jud.ct.gov)