

**Information Technology Desktop - Paid Internships**

**State of Connecticut Judicial Branch**

The State of Connecticut Judicial Branch is seeking two (2) paid interns for a 12-month period in the Information Technology Division (ITD) Desktop Unit. Efforts will be made to base the work schedule around the student’s academic commitments.

**POSITION RESPONSIBILITIES – ITD INTERNSHIP**

The successful candidate will install and configure PC’s integrated with audio/video recording hardware and other desktop peripherals as well as network equipment needed for connection to the Branch’s LAN. Candidates should be fluent in basic desktop software such as Windows 10 and Microsoft Office 365.

**MINIMUM REQUIREMENTS**

The chosen candidate will have excellent interpersonal and communication skills, both oral and written, as well as the ability to work effectively with all levels of technical and non-technical staff and management. Strong attention to detail, organization and documentation skills are required, client face times experience a plus, and an attitude to learn and grow with the position. The successful candidate must be able to work independently with supervisory guidance.

* Paid internship positions are open to currently enrolled Information Technology majors who possess 60 credits or more in Information Technology.
* 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 April 15, 2023 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)