

JOB DESCRIPTION

POSITION: Programming Intern
REPORTS TO: Supervisor, Software Engineering

JOB OBJECTIVE: To support the Software Development team in the design, develop and document business applications and middleware to support the day-to-day utility business operations.

JOB REQUIREMENTS: Must be actively pursuing a Bachelor's degree in an engineering, computer or science major at an accredited university. Part time, non-exempt position.

MAJOR JOB FUNCTIONS:

- a) Provide support for users of _____ business applications. Analyze and document problems, recommend solutions, and initiate corrective actions. Follow up on problem resolution and inform users of status.
- b) Design and develop software within the guidelines set by the _____ Software Standards document.
- c) Ensure that all software is formally tested in a background test environment before being deployed in the "Live" environment. All software is to be cataloged in our SourceSafe version control system.
- d) Contribute to the IT Knowledge Base by supplying written documentation related to the deployment and use of newly developed applications. This documentation would include installation and users manuals.
- e) Participate in IT team meetings, providing input and suggestions.
- f) Enhance _____ service and productivity by providing support to other employees and filling in as requested by management.
- g) Regular, reliable attendance is a requirement of this job.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the employee.

I have read and do understand the duties outlined on my job description.

Signature

Date