**Internship Job Description**

**Position:** IT System Support Analyst **GPA desired:** 3.0

**Organization**: Coilplus, Inc **Department**: Information Technology

**Salary**: $12/hour

**Time Requirements**: 24=40 hours per week for duration of internship session

**Job Description**

* Support preparation efforts for Coilplus migration in operation software. Verify data on current system is ready for migration to succession platform.
* Support corporate IT personnel to perform tasks to maintain files on existing company software.
* Support various program applications involving data entry.

**Qualifications**

* Dependable transportation to Springfield office.
* Familiarity with PCs, Microsoft Office experience preferred.