

## COMMUNITY AIDE/IT INTERN

The City of Baltimore Department of General Services is seeking highly qualified, results-oriented professionals to serve as Community Aide/IT Intern.

The Community Aide:

- Acts as assistant to the Information Technology and Network Administration in DGS with the current IT Manager.
- The intern will be trained by MOIT Help Desk on the IT protocols and specification related to technical duties.
- Provides recommendations and technical support regarding information technology and networking requirements upgrades to the Department, with an emphasis on improvements that benefit the Department and City of Baltimore
- Assist the IT Manager with all necessary requests for DGS and liaise with Mayor's Office of Information technology regarding troubleshooting matter outside of his/her purview.
- Performs all related work as required

### Minimum Education and Experience Requirements:

Graduated from an accredited high school or Possession of a GED certificate. Current enrollment in an accredited college/university preferred. **Must be able to demonstrate competencies and computer literacy as a desired requirement.**

### Compensation

The salary for these positions ranges from \$8.25-\$14.18 per hour, commensurate with level of education **and/or** experience.

For consideration, please send résumé referencing the job title to:

**Baltimore City Department of General Services**  
**200 N. Holliday St. 8<sup>th</sup> Floor, Room 805**  
**Baltimore, Maryland 21202**  
**[DGS\\_HR@baltimorecity.gov](mailto:DGS_HR@baltimorecity.gov)**  
**Attention: Erica Gee, HR Assistant II**

**Baltimore City is an equal opportunity employer.**