

# Hernando County Supervisor of Elections

## EMPLOYMENT OPPORTUNITY



### IT Student Internship/Employment Available

Paid position and will work around school hours- but must be available for work during 8:00am-4:30pm, Monday - Friday.

Internship will start; end of 2023 – beginning of 2024.

Looking for an individual with an IT background who would like to learn about the numerous aspects of technology in elections.

- Must be at least 18 years old and registered to vote.
- Ability to troubleshoot Windows 11 OS in an Active Directory environment.
- Experience working with social media and media creation.
- Experience with Tier-1 help desk and IT support.
- Experience with troubleshooting both IT hardware and software.
- Have superior work ethic and able to work in a team environment.
- Ability to communicate both written and verbally.
- Ability to manage time, prioritize and multi-task.
- Be sensitive to a highly demanding work environment.
- Able to interact professionally with elected officials and the public.
- Strong problem-solving skills with the ability to research solutions.
- Exemplary customer service skills including on the phone and in person.
- Strong knowledge of Office 365 products.
- Ability to suggest process improvements using technology.
- Knowledge of corporate information security practices and how to handle sensitive data.
- Eager to learn.
- Additional duties as assigned by supervisor.

*If you are interested in joining our team, you can submit your resume with a cover letter to the email listed below stating why you think working in the election's office would be rewarding or beneficial to your career and how it fits into your long-term career goals.*

☆☆☆ *Shirley Anderson* ☆☆☆

**HERNANDO COUNTY SUPERVISOR OF ELECTIONS**

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