



INTERNSHIP REQUEST

The Department of Health has an internship opportunity for qualified candidates in the following area:

Division Management & Administration		Internship Posting Number INT/1-18	
Program Health Information Technology (HIT)		Application Period From: 5/8/2018 To: 5/22/2018	
Lead Supervisor for Intern Jonathan Sitko		Number of Interns Needed 2	
Preferred Level of Education (<i>Check at least one</i>) <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input type="checkbox"/> Graduate Student			
Location: 25 S. Stockton St., Trenton, NJ 08625			
Preferred Semester <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer		Payment <input type="checkbox"/> Paid: \$ _____ or <input checked="" type="checkbox"/> Unpaid	
Will this internship require specific education, training or certifications? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," please explain the training or certification needs. Pursuing an information technology degree			
Briefly describe project and intern responsibilities: The Health Information Technology (HIT) Intern will assist with the overall technical support of internal Department of Health employees. This individual will deliver technical support and services both remotely and on-site. Additionally, the position will perform the implementation of various information technology projects and initiatives. The position will provide valuable training and hands-on experience in a diverse variety of Department of Health Program environments and technologies. Job duties will include the following in a Microsoft Windows enterprise environment: Ensuring the proper operation of IT equipment, including desktop & mobile computers, mobile phones & printers; Provide technical support on hardware, software, telephone, mobile devices and printer issues; Resolve trouble tickets for internal staff; image and deploy computer equipment to internal staff; Install, configure and troubleshooting hardware, software, desktop applications and upgrades; Answer technical inquiries and troubleshoot any reported problems; Set up presentations that need audio and video assistance; perform mobile phone set up and administration; Shadow and support HIT technicians in real world environment			
IMPORTANT FILING INSTRUCTIONS			
If interested in this position, you can reply in one of two ways:			
<ul style="list-style-type: none"> Forward the required documents electronically to: PSTMA@doh.nj.gov Mail the required documents to: Jill Velez, Executive Assistant 3 Management and Administration 		Required documents: <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf 	
Reference Posting # New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369		<i>*Responses received after the closing date MAY be considered if the position is not filled.</i>	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

The New Jersey Department of Health is an Equal Opportunity Employer.