



Position Description

I.T. Intern

Alzheimer's Association, Massachusetts/New Hampshire Chapter

OVERVIEW

Founded in 1980, the mission of the Alzheimer's Association, Massachusetts/New Hampshire Chapter is to eliminate Alzheimer's disease through the advancement of research, to provide and enhance care and support for all affected, and to reduce the risk of dementia through the promotion of brain health. The Association operates out of its main office in Watertown, with regional offices in Springfield, Worcester, and Raynham, MA, and Bedford, NH.

RESPONSIBILITIES

Under the supervision of the IT Manager, the IT Intern will serve as a key member of the team and assist with various aspects of IT projects and activities. The IT Intern is an unpaid internship position.

Depending on experience and interest, the intern may be involved with one or more of the following core activities.

- Installing computer hardware/software, connecting workstations to the network and setting up users on Windows XP Pro/2000.
- Creating internal system user guides for staff using in-house applications and MS based programs.
- Assisting users with MS Office 2003 applications, Publisher & Photoshop would be a bonus.
- Updating network and service related documentation and audit information.
- Assisting the IT manager with general daily tasks and activities.

Alzheimer's disease is a degenerative disease of the brain for which there is currently no cure. People with the disease slowly lose their abilities to remember, to think, to communicate and to care for themselves. It affects an estimated four million adults in the United States – 130,000 in Massachusetts alone.

To apply, please send resume and cover letter to:

Rakesh Patel
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or e-mail rakesh.patel@alz.org.