



Fair Labor. **Worldwide.**

## Verité IT/Computer Systems Intern

**Start date:** Negotiable; end of summer

**End date:** Negotiable; end of fall semester

### **About Verité:**

Verité is an Amherst-based nonprofit and award-winning pioneer in the social auditing, training, research and consulting field. The organization has over 20 years of experience working with Fortune 500 corporations and their local suppliers through our global network of NGO partners. Verité works in over 70 countries to empower companies, factories, NGOs, governments, and workers to create sustainable workplace practices in the factories and communities where our consumer goods are made and the raw materials that go into them are sourced. For more information on Verité please visit <http://www.verite.org>.

### **Internship:**

The IT/Computer Systems Intern will support the Accounting and IT Manager in developing, supporting, and managing the organization's computer hardware, software, and information networks. Among other duties, the IT/Computer Systems Intern will troubleshoot and solve tech problems for staff and consultants.

Interns are expected to work 8-10 hours per week during the fall semester for the duration of the semester.

Verité offers summer interns a modest stipend in the amount of \$250 for the duration of the fall session to offset the cost of living expenses. If your school also provides either funding or academic credits for intern work, Verité is happy to assist with the required paperwork. We also provide opportunities to interact with senior research staff, mentoring, networking assistance, and references upon successful completion of the internship.

### **How to Apply:**

Please provide cover letter and resume to [verite@verite.org](mailto:verite@verite.org). Use subject line: "Verite IT/Computer Systems Internship – Fall 2017."

Any questions can be directed to Jenn Stachnik at [verite@verite.org](mailto:verite@verite.org).

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### **Examples of Potential Intern Tasks/Projects:**

- Troubleshooting and solving tech problems for staff and consultants
- Developing and writing protocols and guides for organization IT systems
- Development of a cybersecurity training program for staff and consultants
- Contribute in improving functionality and efficiency of computer systems

### **Required skills, abilities, and competencies:**

- Coursework or experience in IT/Computer Sciences with related skill competencies
- Excellent computer skills (Primarily Microsoft Office/Office 365, SharePoint, OneDrive, HTML coding a plus)
- Skills and experience in information management
- Excellent communication and organizations skills