ABOUT US

The Los Angeles Information Technology Agency provides centralized core services for the data and voice networks, radio systems, and a data center across multiple city departments. The Los Angeles Information Technology Agency is offering up 15 summer internships (paid or academic credit) with the following project teams:

- **Web Redesign**
  - Team with Web Design staff to re/design City Department and Project websites:

- **ITA Apps, InsideLA Redesign**
  - Internal City Portal undergoing a redesign

- **ServiceNow, ITSM Modernization Project**
  - Upgrade and migrate SOS and Redmine ITSM systems to ServiceNow

- **PaySR**
  - Assist the Control-M project lead in documentation for our Disaster Recovery

- **Material Support, Inventory Report for Controller**
  - Take physical inventory of items in the ITA Warehouse in order to provide the Controller's Office with a required biannual audit and to provide accurate information for input into pending Asset Management software

- **ITA & Small Department Support, Desktop support**
  - Provide desktop support for ITA and other department users. Enter and update SOS tickets, asset data, new hardware and software installations, etc.

**Requirements**

- Currently enrolled in community college
- Between 18-24 years of age
- Have the right to work in the United States
- Live in the City of Los Angeles or Los Angeles County
- Low-income
- Have reliable transportation to get to work
- Willing to work in a professional environment

**Tentative Internship Dates**

- Submit Your Resume by: Monday, June 20th at 10 AM
- Phone Interviews: June 22nd - June 24th
- Finalists Notified: June 24th
- Orientation/Enrollment: June 28th
- Mandatory Job Readiness Training: July 5th - 7th (20 hours)
- Internship Begins: July 11th - August (100 total hours/ 20 hour per week)

TO BE CONSIDERED ALL INTERESTED APPLICANTS MUST EMAIL THEIR RESUME TO ELLEN RIOTTO AT ERIOTTO@LACHAMBER.COM BY MONDAY, JUNE 20TH AT 10 AM

**IMPORTANT:** In your email to Ellen Riotto, please indicate which project team(s) you are interested in being considered for. Example: "Web Design". You will be considered for all positions and matched accordingly based on your skills.