



Chicago Zoological Society

Inspiring Conservation Leadership

Position Title:	IT Procedures and Guidelines Development Intern
Group/Department:	Information Technology (IT)
Position Description:	This position contributes to the success of the Chicago Zoological Society by furthering the goal of the CZS-IT department to develop internal guidelines and procedures into a formal, standardized, living repository. This project will provide the right candidate the opportunity to develop important real-world skills with immediate, practical application in the business world.
Primary Tasks and Responsibilities:	<ul style="list-style-type: none">• Take a leading role in developing the growing portfolio of CZS-IT department guidelines and procedures.• Transform existing documentation and assist with developing new guidelines and procedures using CZS-IT templates designed for this project using Microsoft Word.• Meet with CZS-IT managers and department subject matter experts to plan, organize, follow up, and complete project deliverables and milestones.• Organize and track the growing CZS-IT portfolio of guidelines and procedures using Microsoft Excel and/or other project tracking software.• Develop and maintain a Master Glossary of CZS-IT definitions that support the project and its documentation.• Other IT department duties as assigned.
Position Requirements:	<ul style="list-style-type: none">• At least two years at an accredited institution or have equivalent life experience in Information Technology, Business, Administration, or other relevant course of study.• An overall GPA of 2.5 / 4.0 or higher.• Proficiency in Microsoft Office 2016, especially Word, Excel, and Outlook.• Excellent communication and organization skills, with an eye for detail and accuracy; able to follow direction and juggle multiple priorities.



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	<ul style="list-style-type: none">• Able to commit to a 12-week internship, approximately 20 hours per week.
Desirable Qualifications:	<ul style="list-style-type: none">• Experience or interest in converting written documentation into a wiki or web pages.• Prior experience in an office setting, especially within an IT department.• Able to present to CZS-IT managers and subject matter experts on the completed documentation repository at the project's conclusion as part of the internship.
Wage Rate:	Unpaid