

Year Round Intern - Information Management-220467

Federal Reserve Bank of Cleveland

Primary Location OH-Cleveland

Full-time / Part-time Part-time

Employee Status Temporary

Overtime Status Non-exempt

Job Type Internship

Travel No

Shift Day Job

Posting Date Dec 6, 2010-Ongoing

Description

Summary:

A year round internship opportunity exists within the Information Management group of the Supervision and Regulation department. The group focuses on the organization of all information, regardless of format, including content, knowledge, and records. The intern will focus their time on web content management, including updating and developing content while presenting it in a user-friendly manner.

Responsibilities:

- Assess current intranet content and provide recommendations for redesign based upon departmental specifications
- Research and implement best practices related to web content management and development
- Enhance and maintain current intranet site as needed
- Enhancing and automating functionality within MS Excel and MS Access
- Perform other duties as assigned

Qualifications

Requirements:

Must currently be enrolled in a bachelor's or master's degree program with an emphasis in web design and/or management information systems

Minimum GPA of 3.0 or greater

Must be available to work onsite a minimum of 20 hours per week, year round

Possess web design skills, including working knowledge of Interwoven or HTML

Advanced skills in MS Access and Excel

Must be able to handle multiple priorities and projects simultaneously

Effectively communicates with customers to provide a high level of customer satisfaction

PLEASE NOTE: This position requires access to confidential supervisory information, access to which is limited to "Protected Individuals" as defined by regulation of the Board of Governors of the Federal Reserve System. Protected Individuals include, but are not limited to, U.S. Citizens, U.S. Nationals, and lawful permanent resident aliens (also known as "green card holders") but do not include (i) a permanent resident alien who fails to apply for naturalization within six months of the date the alien first becomes eligible to apply for naturalization and (ii) an alien who has applied on a timely basis, but has not been naturalized as a citizen within 2 years after the date of the application, unless the alien can establish that the alien is actively pursuing naturalization. If you are selected for an interview, you will be required to present documentation of your eligibility prior to the interview.