

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

COUNTY OFFICE BUILDING, PO BOX 636, WAMPSVILLE, NY 13163

315-366-2341 (Phone)

315-366-2725 (Fax)

Ryan D. Aylward

Director of Human Resources

ryan.aylward@madisoncounty.ny.gov



Shawn M. Prievo

Deputy Director of Human Resources

shawn.prievo@madisoncounty.ny.gov

VACANCY ANNOUNCEMENT

STUDENT INTERN-(Student Intern-Information Technology)

(COUNTY APPLICATION REQUIRED-Go to:<https://madison-portal.mycivilservice.com/>)

Madison County seeks a Student Intern for a summer position with the Madison County Information Technology Department. Duties include assisting Information Technology staff with: Tier 1 help desk support, including troubleshooting hardware and software issues, resetting passwords, and responding to user support tickets. Supporting the setup, maintenance, and inventory of workstations and other IT equipment. Participating in network administration tasks such as monitoring performance, updating configurations, and documenting network assets. Cybersecurity efforts, system updates, patch management, user access reviews, and phishing simulations. Hardware upgrades, cabling, or server maintenance under the guidance of senior staff. Also, observing and learning about policy compliance, data protection regulations, and best practices in public-sector IT.

MINIMUM QUALIFICATIONS: Current enrollment in a regionally accredited or New York State registered college or university in an associate's degree, baccalaureate, or master's degree program. Computer Technology programs are preferred. Driver's license preferred.

2025 Hire Rate: \$18.00 – \$20.00/hr (37.5 hrs/wk); May-August; 8:00 a.m.- 4:00 p.m.

Application Deadline: 05/09/2025

EOE