



Georgia Emergency Management and Homeland Security Internship Opportunity

Fall Semester 2019

Title: Information Technology Intern
Department: Information Technology

Work Schedule: Monday-Friday
Hours per week: 25-35 hours

Compensation:

- Undergraduate Interns \$8.00/hour
- Graduate Interns \$10.00/hour

Number of openings: 1

Location: Position is available in Atlanta at GEMA/HS Headquarters Office- 935 United Ave S.E., Atlanta, GA 30316

Supervisor: Mike Davis, CIO

Internship Description:

The Georgia Emergency Management and Homeland Security Agency is the lead state agency for coordination of emergency and disaster response activities.

The Information Technology Department is responsible for the security, design, deployment, and maintenance of all information technology programs, assets and data to support the mission of the agency.

The main responsibilities of this internship are to:

- Under supervision, assist GEMA/HS employees, and/or local government (county/city) Emergency Management Area (EMA) employees, with tier-one type of issues or forward to a second tier support for issues that are beyond their subject matter expertise.
- Work and communicate with State employees, internal and external customers to provide information and services to meet customer expectations.

Educational Requirements:

- Current enrollment (as a sophomore or higher) in an undergraduate or graduate program in Information Technology, Information Security or related degree with a 3.0 or better GPA.

Position Specific Requirements:

- Strong capabilities with Word, Excel, and PowerPoint
- Experience with data management systems
- Strong organization and attention to detail
- Ability to act responsibly and professionally with various different local, state, and federal partners.

Desired Competencies:

- Good analytical / problem solving skills
- Excellent research skills
- Excellent verbal communication skills

This intern will have the opportunity to learn about the mission and scope of our state's emergency management agency, explore career options in the public sector, apply knowledge and skills gained in the classroom in a work environment, and begin to build a network of professional contacts within the state.

To apply, submit resume and cover letter to Human Resources via email at: internship@gema.ga.gov