



## OFFICE OF INFORMATION TECHNOLOGY

### **What We Do:**

The Office of Information Technology (OIT) offers comprehensive information technology support to all Department program areas and locations. This includes, but is not limited to, managing staff computers, various mobile devices, and overseeing projects aimed at developing innovative applications to meet our business needs.

### **What We're Looking For:**

We seek college, university, or technical institute students interested in gaining experience in state government, Project Management, or the Criminal Justice field. The ideal candidate is a quick learner capable of efficiently handling multiple tasks with meticulous attention to detail.

### **What You'll Do:**

As an intern with FDC, you'll collaborate closely with a team of problem solvers, contributing to the resolution of business challenges. Your responsibilities will include participating in and documenting project planning/status meetings, conducting research, analyzing data, performing data entry, assisting in the development of usability test plans, tracking project status, maintaining documentation in MS Teams or SharePoint, and gaining insight into various Project Management functions.

- Location: 501 S Calhoun St., Tallahassee, FL
- Work Hours: 10-15 hours per week
- Academic Terms: Accepting applications for all terms

To apply, click [here](#).

Have questions?

Contact the Internship Coordinator at (850) 717-3200 Option 0 or [HRAdmin@fdc.myflorida.com](mailto:HRAdmin@fdc.myflorida.com).