



## Information Technology Department Internship

Arsenal Resources is seeking a college student for a paid internship with its Information Technology Department in the Wexford, PA office location.

### Responsibilities Include:

The Intern will work alongside members of the Information Technology Department and assist with various tasks such as:

- Maintaining hardware, software, and other systems
- Troubleshooting issues and providing technical support
- Organizing and maintaining IT resources
- Assisting in areas such as cybersecurity, programming, analytics, and data center management
- Supporting Project management and leads
- Other duties applicable to the IT daily operations

### Desired Skills and Experience:

- Undergraduate student working towards a degree in Information Technology
- Proficient with MS Office Products including Excel, PowerPoint, Word and Outlook with the ability to learn other software programs as necessary
- Excellent critical thinking and problem-solving skills.
- Excellent organizational and teamwork skills with strong attention to detail
- Excellent oral and written communication skills

Interested individuals should apply online at [www.arsenalresources.com](http://www.arsenalresources.com).