



Senior Legal Hotline
444 North 3rd Street, Suite 312 ♦ Sacramento, CA 95811
Telephone: (916) 551-2145 ♦ Fax: (916) 551-2197 ♦
www.seniorlegalhotline.org



COMPUTER SCIENCE INTERNSHIP

Internship Title: Information Technology Assistant

Description: The Senior Legal Hotline (SLH) provides legal advice by phone and some additional assistance to people over 60 throughout California. The person in this position will: 1) work on many aspects of a tech-dependent operation's computing needs, including: hardware installation, troubleshooting and repairs; software installation and training for staff and volunteers; advanced customization of case management data base application; development of internal web-linked data base for easy access to myriad community resources, texts and user comments; 2) assist in many aspects of refining and better integrating a new, advanced phone system including automatic call distribution, queue monitoring and versatile voice mail, using voice-over Internet; 3) and work on redesign of the agency's public web site, as well as internal data base.

Qualifications: Computer science or related field, skills level more important than academic class level.

Days/Hours: Office hours are 8:30 to 5, M-F, to 7:30 p.m. on Thursdays. Other times may be possible.

How to Apply: Send resume and/or other material showing skills, background and experience. Mail, e-mail or fax OK. Fax number (916) 551-2197. OK to phone with questions, (916) 551-2145. Email: David Mandel dmandel@lsnc.net (Program Manager).

Number of Openings: 1, or possibly 2, depending on hours available and time frame.

Application Deadline: None, but wanted ASAP