

Position Title: Information Technology Intern
Reports to: Director of Information Technology
Location: Arlington, VA
Date Prepared:

Summary Description

The Information Technology Intern will directly support the association's vision to provide superior solutions and service needed to successfully deliver services and benefits to its customers. The candidate will gain and apply firsthand knowledge while designing or improving information technology services for the association's staff and its members.

About ACCA

The Air Conditioning Contractors of America (ACCA) is a non-profit national association whose membership includes more than 60,000 professionals and 4,000 businesses in the indoor environment and energy services community. Our roots stretch back to the early part of the 20th century, and the organization was incorporated in its present form over 40 years ago.

We are the industry's voice advancing the HVACR contracting industry and promoting professional contracting, energy efficiency, and healthy, comfortable indoor environments.

The HVACR industry employs over two million heating, ventilation, air conditioning and refrigeration professionals, including contractors, distributors, engineers, and manufacturers, and is responsible for manufacturing, distributing, and installing the products that consume nearly half of the energy produced in the United States.

Specific projects may include:

- Data migration.
- Conducting needs analysis and developing a plan to address.
- Troubleshooting and maintaining hardware and software.
- Performing software updates.
- Developing and/or editing applications.
- Setting up new desktops.

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in information technology.
- Excellent oral and written communication skills.
- Fast learner, eager collaborator; meticulous attention to detail and takes direction well.
- Demonstrated ability to be both a team player and an independent hard worker.

- Outstanding organization, communication, leadership, and interpersonal skills.
- Customer service-oriented.
- Willing to devote 15-20 hours (on average) per week for the duration of the internship (4-5 months).

Contact:

Send resume and brief cover letter detailing your qualifications and availability to craig.gotthardt@acca.org with the **subject line** of Information Technology Intern and your last name.

Program schedule:

ACCA runs a year-round internship program. If you are unable to join us for the sessions below, we welcome you proposing another period:

- Spring internship will run from January to May.
- Summer internship will run from June to August.
- Fall internship will run from September to December.

ACCA is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status.