

Database/Applications

Support Intern

Job Description:

The responsibilities of this position include, but are not limited to:

- Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams, and documents the process
- Prepares and generates database reports and queries specific to various department needs
- Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems
- Consults with users to identify current operating procedures and to clarify program objectives
- Perform day-to-day Information Technology operations and support tasks and duties as required
- Reports to IT Manager

Skills and Abilities

- Able to work 20 hours/week
- Working knowledge of Relational Database Management Systems (RDBMS): Microsoft SQL, Microsoft Access and MySQL
- Strong working knowledge of building SQL Queries with multiple tables
- Working knowledge of database design and reporting techniques
- Working knowledge of Database Reporting Tools (i.e. Crystal Reports)
- Working knowledge of Windows Active Directory and Linux
- Scripting and/or programming knowledge
- Strong written and oral communication skills
- Strong problem solving and analytical skills
- Detail oriented

The following skills are a plus:

- Web Administration Skills: HTML, PHP, IIS, Apache
- Scripting/Programming Skills: VBScript, Visual Studio, VB, KIXScript
- Networking Skills
- Working knowledge of Borland Interbase and/or Firebird

Hours:

Part Time Only, 20 Hours per week

Compensation:

Commensurate with experience

For more information:

Please contact
Hazy Pipo
Director of Human Resources
Apply online at: <http://www.usfmgroup.com/careers.php>

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