

**Job Description - Software Testing Intern****DEPARTMENT:** Solution Services**REPORTS TO:** Senior Director of Software Services

**OVERVIEW:** We are currently seeking a Software Testing intern for the spring semester of 2012 to work within a dynamic and highly innovative team environment in our Software and Solutions Group. The selected candidate will contribute to the identification, validation and resolution of software defects and hardware compatibility issues. The position is very cross-functional, blending all tasks from software development to office administration. The position requires 15-20 hours per week during office hours of 8am - 5pm MST M-F.

**ESSENTIAL FUNCTIONS**

- Execution of black box system test plans for software releases & customer deployments.
- Writing up defects and submitting them into the defect tracking system.
- Creating status reports on aggregate defect metrics and test plan execution progress.
- Logging time spent on tasks in the time tracking tool.
- Suggesting improvement to the products.
- Assist with updating technical documentation.
- Configuring and shipping hardware to customers.
- Office administration work (as required), such as shipping and receiving.
- Attending team meetings (as required).

**CRITICAL KNOWLEDGE, SKILLS AND ABILITIES:**General

- High personal integrity
- Attention to detail
- Drive to get things done even in the face of obstacles
- Good problem solving skills
- Ability to execute tasks independently – self-motivated
- Multi-tasking ability – with multiple priorities
- Positive, can-do attitude
- Excellent communication skills
- Team player – easy to work with
- Fast learner & adaptable
- Ability to work in the United States

Required Technical

- Demonstrated ability to design and write simple software programs
- Competent in Microsoft Office (Outlook, Word, Excel, PowerPoint)

Desired Technical

- Interest and/or experience in software development & testing methodologies
- Interest and/or experience in Geo-Spatial Information Systems (GIS)

**EDUCATION and EXPERIENCE:**

- High School Diploma
- Pursuing a BS or MS degree in a computer or engineering major
- Be classified as a junior or senior in an accredited program
- Ability to provide 3 non-family member references



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