



Semester/Year: 2011

Number of Open Positions: 1

Volunteer Job Description – Intern or Practicum Student

Job Title: Database Manual Development Project

Objective: Create an agency manual for users/system administrators of new client database. Assist Institute staffs in learning new software to better serve our refugee and immigrant clients.

Department: Quality Assurance

Volunteer Supervisor: Paul Costigan

Location: International Institute

Time commitment: 10 hrs per week

Responsibilities: Be the driving force behind modern software development at a non-profit! Work with department director to create a user manual for use of the new client database system and create separate manual for system administrators.

Qualifications: Above average computer skills; work with graphics; good writing skills; good organizational skills.

Training Requirements: 5 hours to initially learn the Penelope database system

Benefits to Volunteer: Improve organizational and writing skills, work in multicultural environment, learn about quality assurance at non-profit organization, have finished product at end of assignment.