



Corporate Information Technology (CIT) Intern (Summer 2022)

Battelle delivers when others can't. We conduct research and development, manage national laboratories, design and manufacture products and deliver critical services for our clients—whether they are a multi-national corporation, a small start-up or a government agency. We recognize and appreciate the value and contributions of individuals with diverse backgrounds and experiences and welcome all qualified individuals to apply.

We are currently seeking an **Information Management Asset & Configuration Management Co-op for Summer 2022**. This position is located in **Columbus, OH**.

JOB SUMMARY

This position will help build the asset & configuration management processes and maintain the fidelity of the data in Battelle's current configuration management system ServiceNow. Configuration management is an IT process that tracks individual configuration items (assets) of an IT system across asset's lifecycle. This position requires a high level of organization, attention to detail and precise data management skills.

MAJOR RESPONSIBILITIES:

- Part of the team to design, implement, and test the Configuration Management System
- Help maintain accurate lifecycle data for IT hardware and software assets
- Assist with day-to-day activities of the Asset and Configuration Management processes including gathering data for audits, performing physical inventory, collecting assets and inventory disposal.
- Create and monitor metric reports and make updates to ServiceNow records as necessary
- Coordinate meetings and provide guidance to CIT staff across all departments on best practices for CI/Asset management
- Provide insights and opportunities for process improvement and automation

THE FOLLOWING IS REQUIRED:

- Must be currently pursuing a Bachelor's in IT Technology or similar
- Must be a second year standing or higher
- Minimum 3.0 GPA or above
- Must be U.S. Citizen
- Must be local to Columbus, OH as this position does not offer a housing stipend (only if applicable)

LEGAL DISCLAIMER

The above statements are intended to describe the nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, activities and skills required of staff members. No statement herein is intended to imply any authorities to commit Battelle unless special written permission is granted by Battelle's Legal Department.

As a condition of employment, Battelle will inquire about COVID vaccination status, and in the event that vaccinations are mandated at a work location (including client site and Battelle sites) we expect all candidates to comply with these required safety protocols.

Battelle is an affirmative action and equal opportunity employer. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact recruiting@battelle.org.



BENEFITS

Battelle is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity or expression, marital status, age, genetic information, disability, veteran-status, or any other characteristic protected under applicable Federal, state, or local law. For more information about our other openings, please visit www.battelle.org/careers