

## INTERN POSITION DESCRIPTION VBSR

To Apply Please send resume, cover letter, and Student Forms to:

[tarap@VBSR.org](mailto:tarap@VBSR.org)

Questions? Call: 802-862-8347 Cell: 802-355-7461

**Business Name:** Prompt>, Inc.

**Position Title:** Software Testing Intern

**Opening(s) Available:** 1-2

**Hours per week:** 5-10

**Pay:** \$12

**Mission Statement:** Prompt>, Inc. provides Innovative, Time-saving, Cost-effective Software Products and Services for Human Resource and Compensation Professionals.

Prompt>, Incorporated – *Creative Computing Resources*® was founded in 1987. We have specialized in custom software development and consulting in the human resources arena, working with 150+ clients over the past 20 years. Our projects have ranged from managing software evaluation, selection and implementation to creating payroll and other interfaces between systems/databases. Development of custom software to provide employee benefit/compensation statements, time keeping, executive query and reporting tools, client and employee tracking for many purposes has been a core of our business.

Our recent specialization in rewards planning and administration was borne out of several projects during the 1990's with CIGNA, The Travelers and United HealthCare. Seeing a real need in large and medium sized companies for a flexible software that can interface with expensive, enterprise wide systems, we made the decision to refine our software model as an add on manager/employee self service to existing HRIS/Payroll/Finance systems, which evolved into PromptPayPlanner®.

**Main Focus:** (Check All That Apply)

Administrative	Sales
Project Management	Marketing
Business Development	Public Relations
IT X	Graphic Design
Engineering	Sustainable Energy
Restaurant/Hospitality	Retail/Grocer
Other: Documentation	
Project Name: (if Applicable)	

**Brief Description:** Software tester of our various configured versions of PromptPayPlanner. This requires that every “corner” of the software be accessed and tested to ensure that it is error free, that all calculations and reports are accurate and that the overall functionality of the software is user friendly.

**Qualifications:** The right candidate should have an interest in computer software applications, a lot of patience to try every “button” and ensure that it is meeting the expectations of the client. Programming experience is NOT required, but a comfort level and natural curiosity about computer software is a must. Attention to detail and good communication skills to document and explain testing results.

**Skills, Attributes, and Knowledge Desired** (Check All That Apply)

Phone	Independent Work	X	Graphic Design
Public Speaking	Team Work	X	Education/Teaching
Project Management	Administrative Skills		Writing Skills
Data Entry	Research/Research Analysis	X	Multi-Tasking
Customer Service	Fund Raising		Outdoors Skills
Computer/Technical	Knowledge of Law	X	Other:
Political	Artistic/Creativity		
Environmental Knowledge	Science		
Management	Publicity		
Good With Numbers	Works Well with People	X	

**Supervisor:** Gillian Oechslin

**Benefits/Training Opportunities:** Intern will obtain an understanding of business software apps – particularly manager and employee self service. This is an opportunity to develop communication skills via the documentation and interface with our regular employees.

**Directions and Public Transportation Available:** Much of this work can be done at the intern’s home/dorm via an internet connection. Periodic meetings at our Alburgh office is preferred – about 45 minutes from Burlington. (Rte 89 to Rte 78 through Swanton.)

**Additional Information/Comments:** N/A