



JANO Technologies, Inc.
www.janojustice.com
800-250-9884

Business Support Specialist - Intern
Paid Part Time Internship

JANO Technologies, Inc. (JANO), a fast growing, family owned company that specializes in the development and support of application software for county and local criminal justice information systems, is seeking currently enrolled college students in undergraduate or graduate school to work as a ***Business Support Specialist***.

Job Requirements: The desired candidate should have a strong usage and experience with MS Office applications, in particular Excel, PowerPoint, Word and Outlook. Experience in other PC software is preferred. A desired candidate will showcase professional communication skills (both written and verbal), is a self-starter that can work with little supervision, and is excited to learn new things.

We are seeking students in the following Majors: Business, Marketing, Economics, Finance, Communications, and Pre-Law

Job Functions: The primary responsibility of this role is to provide customer support by resolving end-user questions and problems either via phone call or electronically. He/she will report to both the Director of Customer Support and the Operations Manager.

Special Projects: Each intern will also receive a series of special projects that will give experience with real-world business problems. Past projects have included:

- Event planning for internal meetings and the annual User's Conference
- Sales Research on new potential customers
- Creation of a digital marketing plan (Search Engine Marketing)

Work Hours: 10-25 hours per week, Monday through Friday during regular business hours. We have Intern positions open year round, including during the school year.

Location: The headquarters of JANO Technologies in Jackson, MS. Very little travel is required.

How to apply: Please email cover letter and resume to: ltowers@janojustice.com

JANO Technologies is an equal opportunity employer. We offer equal employment opportunities to all persons without regard to race, color, religion, creed, gender, sexual orientation, national origin or ancestry, age, handicap, disability, veteran status or any other classification protected by applicable state and federal law.

Learn more about the company at our website:
www.janojustice.com