Information Technology Intern

02/20/2020

AndyMark, Inc.

Position: Information Technology Intern

Reports to: Director of Technology

Supervisory Responsibility: This position has no supervisory responsibilities

Job Summary and Key Objectives: Help maintain office IT equipment and infrastructure.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Help other employees resolve tier 1 IT support issues
- Troubleshoot & verify functionality of hardware and software systems
- Install and configure computers, network equipment
- Assist with performing software installations and upgrades
- Assist with maintaining and organizing IT spare part & consumable inventory
- Assist in developing, implementing, and documenting IT processes

Preferred Qualifications and Education:

- Must be a current student enrolled in an associate's or bachelor's degree program working toward a degree in Information Technology, Computer Science, or similar field
- Must have the ability to follow directions, work independently with minimal supervision
- Work with a flexible schedule and demonstrate effective time management
- Experience troubleshooting personal computer, networking issues required
- Experience with Microsoft Windows, Microsoft Office, Google Apps (Gmail, Drive, Docs, Sheets) required
- Linux, Ubiquity networking, structured cable installation, and customer service experience preferred

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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Travel: Travel is not required for this position

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.