

Information Technology Intern:

- Assist the IT department in supporting its hardware, software, and end user environment as directed by the IT staff including phone support, network cabling, equipment deployment and basic training of end users
- Reconcile the IT inventory records, update the asset tracking system and assist with hardware disposal
- Perform general office support including copying, faxing, and filing

Position requirements but not all mandatory

- Experience with Microsoft operating systems
- Experience with Apple operating systems
- Experience with Microsoft Office
- Excellent verbal, written & organizational skills
- Excellent communication and interpersonal skills
- Reliable and self-motivated
- Interest in working in the IT world
- Currently pursuing a degree or recent graduate's are eligible to apply
- Special Requirements: Ability to live up to 40 lbs