



Intern POSTING

Position Title: Part Time IT Intern Needed ASAP
Sophomore, Junior or Senior Student

Department: IT

Contact Information: Harriet Abrams, HR Director
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INTERNSHIP SUMMARY

Hours: Part Time 8 – 10 hours per week

Rate of Pay: Internship will be paid only if the intern is NOT receiving school credit for the work
Sophomore \$13, Junior \$14, Senior \$16

Primary Responsibilities/Duties:

- Set up new PCs for Domain Users
- Troubleshoot current users' PC/peripheral problems
- Update PC Asset Inventory System, prepare used PCs for disposal
- Tune/re-format older machines for better performance; re-assignment
- Assist with set-up of network in new facility
- Update instructions/documentation
- Possible web page maintenance

Minimum Qualifications

- Knowledge of Windows XP with Windows Server Software a plus
- Knowledge of Microsoft Office Suite Programs
- Knowledge of PC set-up, trouble shooting and repair of hardware & software

Preferred Qualifications

- Web Design software optional

Competencies

- Initiative
- Customer Focus
- Able to work independently
- Organizing Skills/Planning
- Priority Setting
- Teamwork Skills

Habco is an equal employment opportunity and affirmative action employer.

Posted: Sept. 2009