



IN-IT-00 Information Technology Intern

The Information Technology Department is responsible for planning and implementing new technologies, as well as maintaining and repairing all of Document Managers' systems and networks. In addition, the Department must maintain operational status of all network equipment while upholding a high level of security. Duties within the Department include, but are not limited to, network administration, system maintenance, research in new technologies, and contribution to the development of enhanced services.

Job Description

- Maintain accurate back-up procedures and statistics
- Troubleshoot Foundation-wide network and/or system problems
- Respond to user requests for information and support
- Maintain inventory of computer supplies and materials
- Assist with upgrading and implementing new technologies
- Assist in purchasing software and hardware

Requirements

- Working knowledge of operating systems, including Windows XP and Windows 2000
- Technical knowledge of PC repair
- Proficiency in Microsoft Office XP
- Basic knowledge of TCP/IP, DHCP, SMTP, POP3, WWW, FTP, SNMP, and Microsoft Exchange Server 2000
- G.P.A. of 3.0/+
- Deep interest in Information Systems
- Current student

Submit your resume, transcripts, 3 references and a writing sample to Shamika Davis, Operations Manager at hr@documentmanagers.us

