

Singota Solutions

Job title: IT Intern

Department: IT

Location: Bloomington, IN

Position Type: part-time, <30 hours/week, 1st shift

Candidates will be provided on the job training under the supervision of the IT department but should have a basic understanding of a networked active directory environment and software and hardware troubleshooting skills. A+ certification preferred but not required. Candidates must have a high level of integrity, dependability, enthusiasm for the IT field and ability to lift at least 50 pounds.

IT Intern key responsibilities:

1. Provide end-user software support, including installation and troubleshooting in a Windows 10 environment running Microsoft Office 2016.
2. Provide network printer support and troubleshooting.
3. Monitor IT helpdesk system.
4. Provide end-user hardware support and troubleshooting.
5. Other duties or projects as assigned.
6. Comply with company, quality and safety management systems including requirements for documentation, training, system uses, SOPs, and processes.
7. Self-motivated to work on an independent project, meeting goals, and deliverables of project.
8. Communicate with others to ensure understanding of project deliverables and timelines.

Characteristics required include:

1. Customer service oriented
2. Positive attitude and good judgment – reflective of company values
3. Ability to understand and follow instructions; read and follow written SOPs
4. Ability to understand and communicate effectively with written, oral, and presentation formats
5. Ability to effectively work in a team environment
6. High degree of trustworthiness, job dependability, and personal integrity
7. Time management, project management, customer service, and organizational skills

Skills and Physical Activity Requirements:

1. Excellent skills in MS Word, Excel, Outlook and the ability to effectively learn other computer programs.

Education and Work Experience

1. High school graduate
2. Progress made towards an IT based college degree

Singota Solutions is an Equal Opportunity Employer