



VACANCY - Summer Intern

Mon, Jun 8, 2020 at 3:18 PM

Summer Technology Intern

Job responsibilities include, but are not limited to:

- Administers the creation, deletion, modification and reinstatement of user names and passwords for all employees, users, vendors, business partners, and affiliates who use the systems.
- Reset passwords and unlock accounts for all employees, users, vendors, business partners, and affiliates who use the systems.
- Identify and organize Help Desk tickets according to priority and forward tickets to engineers and techs.
- Create documentation for Help desk ticket while talking to an employee, users, vendors, business partners, and affiliates who report a computer problem.
- Install, modify, and repair end use peripherals (e.g.; Desktops, Laptops, Printers, smartphones, and scanners)
- Install, modify, and repair software and operating system updates on end use devices.
- Other reasonable duties as assigned.

Job Requirements:

- Demonstrates effective problem solving and analytical skills.
- Shows patience and understanding when working with other employees who struggle to master new technologies.
- Has the ability to work calmly and methodically under pressure and against tight deadlines.
- Is able to handle confidential and sensitive information responsibly.
- Communicates clearly and effectively.
- Works well with a team.
- Demonstrates ability to work and conduct research independently.
- Manages time efficiently and multi-tasks effectively.

Preferred Qualifications:

- Current or prospective student studying Information Technology, Computer Science, or a related program from a college or University accredited by the US Department of Education or internationally recognized accrediting organization or related field. Experience working in a help desk environment is recommended.
- Current Student of HVCSD with relevant technical aptitude
- Technical Certificates in Information Technology highly desired
- Knowledge of G Suite for Education a plus

To Apply:

Send letter of interest and resume to:

G. Michael Apostol, Superintendent

Hoosic Valley Central School

2 Pleasant Avenue

[Schaghticoke, NY 12154](#)

Salary: \$11.80-\$15 per hour

Deadline for Application: June 15th 2020