Site Support Co-OP / Intern

JOB DESCRIPTION

- Minimum of two full days per week attendance
- Individual must be reliable
- Individual must be able to follow directions and procedures as communicated by IT manager
- Monitor Help Desk calls
- Installation of desktops, laptops, monitors, keyboards
- Boxing and unboxing equipment
- Installation of equipment (may require heavy lifting and use of tools)
- Equipment Inventory
- Transport of equipment within the facility (lifting and walking)
- Provide basic desk side support to users
- Basic trouble determination of PC hardware and software related problems

EDUCATION AND EXPERIENCE REQUIRED

- Minimum of 2 semesters in the Information Technology curriculum or related major, or any related job experience.

DESIRED COMPETENCIES (General knowledge with any of the following)

- Desktops, Laptops, Servers and Printers
- Microsoft Desktop OS -- Windows 7
- Networking; LAN, WAN, RF
- General knowledge of TCP/IP
- General knowledge of Microsoft products (Office, Internet Explorer, Windows)

Send resume to Michele Tipton at michele@pioneerspirit.us

For questions call (740)568-1928