



## Information Technology Student Intern (two positions)

**Term of Employment:** 20 hours/week

**Start Date:** April 26, 2010

**End Date:** August 6, 2010

**Salary:** \$7.25/hr

### **Duties/Responsibilities:**

- Troubleshoot printer problems (clear basic faults)
- Troubleshoot computer/network problems
- Map network printers
- Install anti-virus software
- Perform routine checks on wireless connectivity and inform IT staff of problems
- Work as a liaison for Curriculum Writing Project
- Handle first tier support issues
- Setup, image and test new computers
- Help IT staff with other duties as assigned

### **Minimum Requirements:**

- Ability to operate basic office software
- Ability to lift up to 40 pounds on a limited basis
- Ability to demonstrate problem solving skills
- Familiar with Microsoft Office and operating systems (install, repair, etc)
- Familiarity with basic PC operations
- Basic networking knowledge to keep users connected
- Training in computer networking/information technology preferred

**Application Process:** Submit cover letter, resume and three letters of reference via mail, email, fax or deliver to the JTED offices by 4 p.m. April 16, 2010.

**The Pima County JTED • 2855 W. Master Pieces Drive • Tucson, AZ 85741**  
**Phone: (520) 352-5833 • Fax: (520) 352-5842 • E-mail: [mmartinez@pimaited.org](mailto:mmartinez@pimaited.org)**

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