Peninsula School District
Job Description:

Technology Intern Team Member

Title

Technology Intern Team Member

Description

The Technology Intern Team will be responsible for assisting the Peninsula School District in the development and implementation of its technology goals as related to the 2016-2021 District Technology Plan. Team members will be responsible for assisting building technicians and the district technology engineering team with tasks such as inventorying, installation, configuration, cleaning, and distribution of technology equipment.

Responsibilities

- Learn and develop skills in information technology
- Develop skills to communicate with IT professionals
- Assist staff in performing system backup and maintenance functions
- Assist in installation and configuration of PC hardware and software
- Assist in network and hardware troubleshooting
- Assist in performing preventative maintenance and upgrades
- Assist Technical Engineers (or designee) with current projects
- Perform special projects as determined by the technical services staff
- Assist in needs analysis for projects; in research for solutions for needs
- Assist in updating user and technical documentation
- Create and publish interactive reports
- Gain hands on practical experience to the full gamut of Help Desk roles and responsibilities
- Take calls to troubleshoot desktop problems for Macintosh and PC computers
- Develop planning, organizational and time management skills
- Increase knowledge of computer skills and technology
- Develop team-based work competencies
- Develop interpersonal skills in order to communicate with employees
- Develop interpersonal skills in order to communicate with day-to-day business contacts through follow up calls
- Develop interpersonal skills in order to communicate with external clients

Position Requirements

Formal Education & Certification

- This position is intended for high school students enrolled in the Peninsula School District. Preferably a student who is a part of the worksite learning program within the district.

Qualifications

- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have excellent interpersonal skills and follow-up skills
- Leadership potential
- Experience with Google Apps applications, basic photo-editing and video-editing software, and internet browsers. Experience with Database and Spreadsheets a plus.
- Available to work at least 20 hours per week
- Strong verbal and written communication skills required
- Ability to work independently and as part of a team

Work Conditions

- Office environment; experiences frequent interruptions; required to meet inflexible deadlines. Requires visual concentration on detail, dexterity, and precision. Occasionally exposed to high noise levels from technology equipment.

Reporting Relationship

This position reports to the Director of Technology