



TRANSPORTATION FOUNDATION OF LOS ANGELES



INFORMATION TECHNOLOGY & COMPUTER SCIENCE INTERN

DESCRIPTION

Under Guidance of Senior Systems Analyst, the intern will:

1. Perform Hardware, software, and consumables inventory
2. Create reports as needed
3. Install and configure new hardware and software
4. Troubleshoot a wide variety of IT-related problems
5. Perform occasional end-user training
6. Maintain library of workstation images

Intern should have a basic working knowledge of PC's and computer networks. The intern should have experience with Windows XP, a familiarity with Microsoft Office products, and a basic working knowledge of computer networks. The intern should also have good communication and interpersonal skills

Currently enrolled students with a 3.0 minimum GPA are encouraged to apply by sending a resume, cover letter, and a copy of your unofficial transcript verifying GPA. Send applications to TFLAinternships@gmail.com.

SALARY: \$17.50/HR

HOURS: 20-29 HRS/WEEK

LOCATION: Downtown Los Angeles

DESIRED CLASS LEVEL(S): Junior, Senior, Graduate Student

QUALIFICATIONS: Computer Science Majors with 3.0 or higher GPA's and minimum six months until graduation.

Contact info:

Alan Monkawa
Director of Programs
Transportation Foundation of Los Angeles
1816 S. Figueroa St. 4th Fl.
Los Angeles CA, 90015
(323)810-8865
TFLAinternships@gmail.com
TFLA.US