



TRANSPORTATION FOUNDATION OF LOS ANGELES



# Computer Information Technology Intern (paid)

## DESCRIPTION

This Internship is in a Municipal setting in Downtown Los Angeles

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 and IT helpdesk services
6. Maintain library of workstation images

We are looking for current students with at least one year left of school with a working knowledge of Windows-based IT platforms. We need someone that has good communication and interpersonal skills, as well as customer service skills.

**Currently enrolled students with a 3.0 minimum GPA are encouraged to apply** by sending a resume, and a copy of your unofficial transcript verifying GPA. Send applications to [TFLAinternships@gmail.com](mailto:TFLAinternships@gmail.com).

**SALARY:** \$21–22/HR

**HOURS:** 20–29 HRS/WEEK

**LOCATION:** Downtown Los Angeles

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

**QUALIFICATIONS:** Computer Information Technology Majors with 3.0 or higher GPA's and minimum one year until graduation.

### **Contact info:**

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