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 or 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.

SALARY: $19.50/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:
Alan Monkawa
Director of Programs
Transportation Foundation of Los Angeles
1816 S. Figueroa St.
Los Angeles CA, 90015
(626)432-7217 office
(323)810-8865
TFLAinternships@gmail.com
Website: TFLA.US