

STUDENT EMPLOYMENT OPPORTUNITIES

IT INTERN 2

IT INTERN

TITLE:	IT INTERN
DEPARTMENT:	INFORMATION TECHNOLOGY
REPORTS TO:	SYSTEM ADMINISTRATOR
CLASSIFICATION:	STUDENT (UP TO 20 HOURS PER WEEK)
SALARY:	\$16.50 / PER HOUR
FLSA STATUS:	NON-EXEMPT

POSITION SUMMARY:

Under the supervision of System Administrator, the IT Intern will learn how to support end-users and associated computer systems, including desktops, laptops, printers, and mobile devices. The candidate will also learn how to support company's point of sale systems and associated equipment, communicate with and assist end-users, and perform repairs and troubleshooting. The position will grow into providing support for the following tasks: PC maintenance, office software maintenance, build/maintain POS configuration / pricing data, password resets, register maintenance and event support, mobile device support, and Adobe forms design.

ESSENTIAL FUNCTIONS:

- Provide regular and frequent communication to the IT Director and System Administrator regarding progress on various projects and tasks.
- Assist employees and our clients with computer abilities ranging from novice to advanced.
- Perform occasional training of end-users to be self-sufficient as directed by the System Administrator and IT Director.
- Assist the System Administrator and IT Director in the gathering of data for annual inventory.
- Occasional movement of equipment.
- Resolution of urgent issues.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be available at least from 8:00AM – 3:00PM Monday and Wednesday.
- Knowledgeable in Microsoft Office Word, PowerPoint, Excel.
- Basic understanding of PC hardware.
- Basic understanding of computer networking.
- Strong interest in computers and software.
- Day-to-day working experience and troubleshooting with a Windows point of sale systems for multiple venues, multiple locations.
- Working knowledge of basic IP networking and Ethernet.
- Configuration/Programming of POS menu systems both locally in and cloud-based systems.
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- Experience with and ability to keep systems up to date including BIOS, Windows, Office, & other software automated & manual updates.
- Experience with malware detection and removal/cleanup/prevention.
- Experience supporting multi-function printers.

EDUCATION:

- Must be a current CSU Fullerton graduate student in good academic standing.

PHYSICAL DEMANDS:

Lifting of up to 15lbs and team lifting up to 40lbs.; ability to crouch and crawl to route and install cabling and power cords etc.; periodic bending; long-term periods of sitting; long term periods operating a computer.

TO APPLY:

Please apply here: <https://app.smartsheet.com/b/form/d223831c13484c3886e4f881f838c057> by 07/28/25.