



SEWICKLEY

ACADEMY

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TECHNICAL SUPPORT INTERN

Internship opportunity available for a student majoring in computer science, information science or related fields that is interested in working in an education setting. Sewickley Academy, a private, coed, college-preparatory day school in Sewickley, PA (about 12 miles northwest from Pittsburgh) is seeking a temporary Technical Support Professional working in the Department of Technology. The successful candidate must be proficient in computer troubleshooting and possess strong technical and problem solving skills. The internship is a paid position or could, if permissible, be structured with your school of study to earn college credit. Hours are flexible.

Abilities:

- Install, modify, and repair computer hardware and software.
- Image and prepare desktops to be deployed.
- Ability to analyze problems and recommend solutions.
- Ability to interact effectively as a member of a team and work collaboratively with other departments.
- Ability to listen to customers (e.g. students, staff, etc.) and to understand and respond positively to their requests for assistance.
- Ability to perform equipment maintenance activities in a timely and efficient manner, so as to maximize availability to faculty and students.

Requirements Include:

- One or more years of strong exposure to general computer hardware and software.
- Experience with Microsoft Windows in a network environment including Microsoft Office, Google Apps, and other common enterprise/productivity software.
- Coordinates timely repair of computer hardware and software issues.
- Provide one-on-one end-user problem resolution over the telephone or in-person for hardware and software e-mail, Internet and local-area network access problems, interconnected devices including smart phones, projectors, digital cameras, scanners, printers and network copiers.
- Possess strong interpersonal skills with both faculty and student populations.
- Organization, prioritization, self-motivation, and problem resolution skills.
- Lots of energy, a sense of humor, and a desire to learn and grow.

Candidates should be willing and able to work independently and as part of a team. Please submit a cover letter and resume to:

Director of Technology, Beau Blaser
via e-mail to jobs@sewickley.org

Sewickley Academy is an Equal Opportunity Employer.