Title:	Technology Intern
Hours:	Up to 40 hours per week
Wage Range:	$18.53 to $24.83 per hour
Supervisor:	Technology Manager
Exempt Status:	Non-Exempt

*If an applicant has higher qualifications, they may be eligible for the Technology Specialist position at the wage range of $19.46 to $26.08.

Job Summary:

The Technology Intern is responsible for working with the Technology Manager to learn and assist with the maintenance of company computers and network systems, phones, and other office equipment. This may involve repair. Includes training for staff and problem-solving computer programs and applications.

Supervisory Responsibilities:
● None

Duties/Responsibilities:
● Receive training and assist with maintaining appropriate records of use, installation (and removal), licensing, warranties, service agreements, as well as manufacturer recommended security and functionality updates
● Receive training and assist with ensuring installation and operation of all hardware or software meets manufacturer recommendations
● Receive training and assist with the installation and use of equipment meets all federal, state, and county regulations, and published PRS safety requirements
● Receive training and assist with maintaining a current inventory of all computers, telephone, copier, printer, network equipment, and assorted personal electronics as used by PRS and its employees
● Receive training in assisting with maintaining a current inventory of all software and licensing information ensuring that use of software meets the copyright holder's requirements
● Develop basic skills in the use of software, hardware, and other electronic office tools in order to assist other staff
● Attend meetings as needed/required
● Helps ensure a safe working environment for staff and clients
● Other duties as assigned

Required Skills/Abilities:
● Must possess a working knowledge of Windows operating systems
● Basic understanding of Microsoft environment
● Good understanding of computer hardware
● Basic understanding of how computer networks work
● Must possess good problem solving skills
● Must be detailed oriented
● Must be able to seek a solution with guidance
● Excellent writing and communication skills
● Ability to pass background clearance

Education and Experience:
● AA in applicable field and enrolled in current bachelor's program in computer science OR High school diploma or equivalent and 1 year experience in a comparable position

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 30 pounds at times.
- Some driving required for out of area training, meetings, etc. Must possess a valid driver's license and vehicle.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.