

I.T. Internship – San Francisco, CA

Join a different kind of information technology company – Varsity Technologies is an innovative company that helps our healthcare, non-profit, and education clients make a broader impact through the strategic use of technology. Be part of a team that helps people use technology to make a greater impact.

Job Summary:

The I.T. Intern is a great opportunity for an individual that aspires to start a career in the IT profession. As the I.T. Intern, you will be assisting our technical staff with internal and client support requests, preparing IT hardware, and assisting with configuration of a wide range of technologies. Tasks could include the setup of new hardware, installing software, configuring Microsoft Windows OS and Mac OS X system software.

This position is ideal for anyone who enjoys learning new technologies and developing new technical skills. As an I.T. Intern at Varsity, you can expect an exciting environment where you will learn essential technical skills for a career in the I.T. industry.

Duties and Responsibilities:

- Assist in the configuration of new user desktop, laptops, phones, workstations and servers
- Work for and collaborate with technical staff
- Research and verify technical solutions and provide workaround solutions where appropriate
- Respond to and resolve technical issues expeditiously and professionally

Required Technical Skills, Knowledge, and Experience:

- Ability to properly research technical issues to craft an appropriate resolution
- Past experience working on computer and software issues
- Good analytical and trouble shooting skills
- Experience in a position that required attention to detail in execution of tasks
- Good analytical and troubleshooting skills
- People oriented person with strong customer service skills

Desirable Technical Skills and Knowledge:

- Experience delivering tech support to end-users
- Ability to configure office productivity applications: Office, Office 365, and/or Google Apps
- Configuring new and editing existing user accounts in Google Apps and Microsoft Office 365
- Configuration and administration of Microsoft Windows OS and Mac OS X
- Configuring, customizing, and troubleshooting browser applications (Chrome and IE)
- Remediation of desktop level web browser, network, and internet connectivity issues



1390 Market Street Suite 908

San Francisco, CA 94102

(415) 354-6640

www.varsitytechnologies.com

Interested candidates should send resumes and cover letter to sstark@varsitysf.com and reference "IT Intern" in the subject.

