HOW YOU WILL IMPACT OUR MISSION

Under direction, the IT intern, maintains, and upgrades automated systems to enable department users to manage information; provides ongoing technical assistance for user problem resolution, and maintains existing hardware and software.

WHAT YOU WILL DO

- Troubleshooting/problem diagnosis of desktop/laptop software, including operating systems, application software and Peripherals.
- Configuration and installation of desktop/laptop operating system and application specific software (i.e. MS Office, Gateway Ticketing, Timeline, terminal emulation, etc.) and Computer Peripherals.
- Support and maintain virtual patch testing environment for the deployment to desktop and remote computers.
- Provide local and remote end user support.
- Basic troubleshooting/problem diagnosis of network equipment/systems and network cabling.
- Develop and maintain operating system images in a machine-agnostic environment.
- Assists with the disposal of electronic waste material.
- Other duties as assigned.

WHAT WE ARE LOOKING FOR

Applicants must be currently pursuing or planning to pursue an undergraduate degree. Candidates who will have completed a bachelor's degree prior to the end of the internship are not eligible. A cover letter is required and must be included with the application for consideration.

JOB EXPERIENCE

- Training and/or experience that would demonstrate the essential functions, knowledge and skills listed.
- Must be 18 years of age or older.

SKILLS AND KNOWLEDGE

- Tools, equipment, and materials used in personal computer repair and maintenance
- Network systems and network hardware (switches/routers)/software.
- Strong customer service skills.
- Communicate effectively.
- Analyze and provide solutions for personal computer hardware and software problem.

IMPORTANT DETAILS

- Location: San Diego, CA
- Position Type: 10-Week Internship from June 14, 2027 - August 20, 2027
- Stipend: $4,160.00
- Applications open: November 2-15, 2026