



## **Part- Time Production Intern**

### **About Minnesota Computers for Schools**

Minnesota Computers for Schools is a non-profit organization providing technology access and skills training to underserved individuals and help them gain the skills and confidence they need to begin a successful career in technology.

### **Position Summary**

Minnesota Computers for Schools is seeking a part-time production and tech support intern. This internship offers training and learning opportunities as well as work experience in the Information Technology Asset and Disposition industry (ITAD). The intent of this program is to provide individuals with on-the-job training.

**Hours:** Monday thru Thursday 9AM-2PM (some flexibility possible)

**Duration:** 16 Weeks

**Salary:** \$15.00

### **Responsibilities**

- Responsible for Level 1 testing incoming equipment. Perform cleaning procedures, checking for defects, system hardware checks, and basic troubleshooting all incoming equipment.
- Level 2 configuration and installation of operating systems. Perform testing procedures to ensure PCs and laptops are up to MCFS standards.
- Trouble shoot and repair units that failed initial Level 1 testing or needed repairs for MCFS customers.
- Manage miscellaneous projects and completes tasks as needed by management.
- Assist customers with technical issues or questions relating to computer hardware and software.

### **Qualifications**

- Currently enrolled in Cisco ITE or a past graduate of Cisco ITE
- High school diploma/GED recipient with genuine interest in the IT field

We are an Equal Opportunity employer. We believe in the strength of diverse and inclusive teams and are dedicated to creating a workplace where every person is respected, heard, and has opportunities to thrive.

To apply, email your resume and cover letter to Yoni Debesai, Technical Program Manager, at [ydebesai@mncfs.org](mailto:ydebesai@mncfs.org).

