



IT Support Intern

Carol Stream Park District

Contact Name: Kimberly Weigel

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Closing Date:

Salary: \$16.00/hour - \$18.00/hour

Description:

Salary & Benefits:

- Starting at \$16.00/hour - \$18.00/hour.
- Complimentary Fitness Center and Coral Cove Water Park membership, two Coyote Crossing Mini Golf Passes, recognition awards, and social activities.

Hours:

- Part-time position (employees do not work more than 1000 hours in a calendar year).
- 12-15 hours per week.
- Weekends are a must, with a flexing schedule as needed.
- This is a 12 week internship with a start date of late May 2025.

Job Requirements:

Working under the direction of the IT Manager, the IT Support Intern provides technical support for computers and peripherals, network, and voice systems. The Intern will interact directly with all levels of staff to ensure that high customer service levels are met and technical problems are resolved.

Qualifications:

- High School diploma or equivalent; some computer training or education preferred.
- Minimum one year hands-on computer support experience. Understanding of TCP/IP and networking tools. Demonstrated knowledge of Windows operating systems, and ability to learn and support new applications.
- Knowledge of the principles of computer systems, procedures, analysis, and design.
- Knowledge of PC operating systems, related computer equipment, and PC support.
- Knowledge of installation and maintenance of computer systems.
- Ability to identify and analyze user needs, resolve related problems, work cooperatively with users, and provide technical training and assistance.
- Knowledge of Internet, LAN/WAN, hardware components such as motherboards, ram, processor chips, video cards, etc.
- Effectively communicate, both orally and in writing.
- Strong organization and problem solving skills.

- High level of flexibility and ability to prioritize tasks.
- Must successfully pass a background check, driver's abstract, and post-offer drug test.
- Minimum Age: 18