

Internship Location:

**MA Design**

775 Yard Street, Suite 325

Columbus, Ohio 43212

O. 614 764 0407 D. 614 339-1550

Position Wage:

\$12

Position Overview:

As a *High School* IT Intern, you will assist the IT department in maintaining and improving our technological infrastructure. This role provides an excellent opportunity to gain hands-on experience in various aspects of information technology within a dynamic environment.

Responsibilities:

- Assist in the setup and configuration of computer hardware and software.
- Provide basic technical support to staff, troubleshooting issues related to computers, printers, and other peripheral devices.
- Help manage software updates, backups, and patches.
- Support the IT team in maintaining network and system security.
- Document internal procedures and inventory tracking.
- Participate in the development of new educational technology projects.
- Learn about and assist with data management and system administration tasks
- Support the organization-wide implementation of two-factor authentication (2FA) and the deployment of next-generation virtual private networks (VPNs).
- Support IT and staff in the deployment of new workstations.

Please submit resumes to:

**Rachel Livengood (She/Her)**

SHRM-CP

**Associate, Human Resources Manager**

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