

Information and Communication Technology (ICT) Intern

Open Position: ICT Intern

Direct Reports: N/A

Reporting To: Director of ICT

FT/PT: FT/Temporary – Summer Only

When Needed: July 1, 2016-1st Day of School

FLSA Status: Non-Exempt

St. Thomas School is seeking an ICT Intern to work with our Information and Technology Department during the Summer of 2016. The position is considered a short-term, paid, non-exempt position that is not benefits eligible. The ICT Intern is responsible for providing confidential, consistent, and professional technical support to the Director of the ICT and the Head of School (HOS).

Who We Are:

St. Thomas School, a non-sectarian, Preschool through Eighth Grade school, is one of the oldest independent schools on the east side of Lake Washington. St. Thomas School's educational journey is defined by a cognitively rigorous program with an emphasis on developing character, leadership, and a passion for learning and achievement. Our mission is to develop responsible citizens of a global society. STS is a recognized leader in developing the whole student. Our core values include gratitude, responsibility, respect, courage, integrity, tolerance, compassion, perseverance, and generosity. STS serves over 300 students and boasts a 55,000 sq. ft. LEED Gold certified campus.

Job Summary:

Under general supervision, provides technical and administrative support for the Director of ICT and the Head of School.

Specific Responsibilities:

- Installs and updates hardware and software (workstations, laptops, printers, and accessories); uses Dell Kace to create and restore computer images
- Troubleshoots software, driver and wireless issues; maintains knowledge base of solutions
- Researches and evaluates hardware, software, technology services and web applications
- Assists in the deployment of SharePoint
- Creates and maintains User Documentation; maintains collection of frequently answered questions
- Configures classroom setups, including docking stations, interactive boards and audio
- Deploys laptop carts
- Decommission old devices for donation.
- Creates and updates user accounts (AD, Destiny, accounts for Microsoft Business Store)
- Creates file backups (media, photos)
- Tests group policy and software settings
- Manages inventory tracking
- Attends meetings as requested
- Supports the school and its leadership
- Is familiar with and complies with all policies and regulations as put forth in the school's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials and facilities
- Performs other duties as assigned by the ICT Director and the HOS

Updated 2/10/2016 11:41 AM

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Information & Communication Technology Summer Intern
Summer 2016

Required Education & Experience:

- Some work toward High School Diploma required
- Work toward a Bachelor's degree from a 4-year college or university preferred
- Experience with Windows Servers, scripting, group policy preferred
- Experience setting up and maintaining networks preferred

Required Knowledge, Skills & Abilities:

- Strong interest or academic path in computer science related field
- Computer maintenance knowledge
- Proficient at working in a Microsoft Windows environment (Windows 8/8.1 or 10), using Office (version 2010 or higher), including Outlook; ability to master common automated systems for record keeping, and confidently learn new technology
- Good verbal and written communication skills
- Strong attention to detail
- Excellent calendar- and time-management skills
- Excellent customer service skills
- Excellent professional (email, phone, letter) etiquette
- Ability to maintain confidential information
- Ability to sit and keyboard, talk on the phone up to 8 hours per day
- Ability to lift up to 50 pounds

If this sounds like you, please go to our Careers page at <http://www.stthomasschool.org/page.cfm?p=369>, click on Online Application Page, follow the instructions to complete our online employment application, then upload your résumé and a cover letter explaining why you are interested in this position. Thank you for your interest in St. Thomas School.

Position open until filled. No phone calls please.