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Information Technology Intern Paid Internship:

eScholar is looking for a dedicated, energetic, hardworking intern to assist the Information Technology department in supporting other departments and performing various entry level computer based tasks.

The role of the IT intern is to assist and support the IT team in the maintenance of hardware, software and other systems. The intern will participate in the troubleshooting of issues related to IT equipment including printers, laptops, desktop computers and servers as well as software applications. Responsibilities for the position include assisting in the identification, research and resolution of user IT issues. The intern will assist with the setup, configuration and distribution of new computers/laptops, to the end users our department serves.

The intern must be a quick learner and adapt rapidly to varying departmental requests. The intern must be self-motivated and willing to learn. This is a great opportunity to get technical exposure into basic and advanced systems in a fast paced and energetic environment.

The position reports to the Senior IT Manager.

Location:

White Plains, NY

Hours:

Up to 29 hours a week (potentially long-term opportunity)

Primary Responsibilities:

- Providing friendly and helpful customer service to end users throughout the company
- Setting up and supporting laptop hardware components, OS, and application software
- Monitoring and resolving or assisting in the resolution of support tickets from company staff
- Assisting in the organization and redesign of the IT work room and server room
- Maintaining accurate records and documentation of processes
- Demonstrating good social skills in a professional environment
- Various adhoc projects

Requirements:

- At least 1 year of college in computer science related field
- Some lifting and carrying of equipment up to 40 pounds
- Knowledge of how to perform setup, configuration and issue resolution of desktop and laptop computers
- Excellent verbal communication
- Initiative / Motivation
- Attention to detail
- Highly organized approach and excellent time management skills

Environmental Conditions:

- Most work is performed inside a normal office environment
- Some work will be performed in an environmentally controlled server room

For consideration, please apply on the careers page of our website <http://www.escholar.com/work-at-escholar/>

Due to the high volume of applications we receive, we are only able to contact those candidates whose qualifications most closely match the position requirements. To qualify, applicant must be a U.S. citizen, permanent resident alien ("green card holder"), temporary resident alien, refugee or asylee. Visa sponsorship is not available. eScholar LLC is committed to equal employment opportunity and employs all qualified persons without regard to age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, Vietnam Era Veteran status, genetic predisposition, or carrier status, or any other classification protected by the federal, state or local laws.

eScholar works with state, local and federal education agencies across the country to help them solve their education data management and data warehouse challenges. For over 18 years, we have been exclusively focused on delivering education data management solutions which enable education agencies to integrate, manage and make available key education-related data. We have built an organization of experienced education data management and software and project management professionals who understand the challenges and issues associated with the collection, integration and management of education data.

Our company values Integrity, Leadership, Respect, and Diversity. We enjoy working with people who can turn insight into action, who are strong analytical thinkers and creative problem solvers, and who are able to influence others in both verbal and written communication. Talented candidates who work well independently and who have a demonstrated ability to positively engage with others should consider a career with eScholar.

eScholar Company Values

Integrity

We are entrusted with the important responsibility of helping students achieve their educational goals. At eScholar we never lose sight of the protection and support of the students who have put their trust in us. This means that each member of our team strives constantly to be worthy of that trust, to accept and provide open and honest perspective in everything we do.

Leadership

eScholar not only serves education agencies like school districts and state education agencies, but leads our industry in becoming more responsive to students' needs. We do this by discovering innovative means to help students become more effective in achieving success. We value leaders who can align the success of our team to the success of our customers and to the ultimate success of the students.

Respect

eScholar team members must respect the mission we are focused on, as well as the perspectives of our customers and of the professionals we partner with. This requires that team members demonstrate that respect for others and their viewpoints and conduct themselves in a manner worthy of respect in return.

Diversity

eScholar is focused on helping individual students achieve the goals they have chosen for their lives. To accomplish this, we must value each person's culture and perspective and communicate and deliver our services in a manner which reflects that value. This imperative demands that we seek and cultivate a team that reflects this ideal.