



Position Opening: IT Intern – 20-30 Hours/Week

Infotech Solutions, LLC, a managed service provider, with their corporate office in Madison, SD, is currently accepting applications for the below-mentioned position.

Position: IT Intern

Primary Responsibilities:

- Facilitate Home PC division including troubleshooting & repair
- Provide technical support for clients over the phone, on-site, or remotely
- Monitoring and maintenance of client networks
- Assist with the setup and configuration of new client technology systems
- Creation of any needed or necessary documentation

Job Description:

Daily tasks include maintenance of Windows updates, anti-virus, and the reporting of any issues. Take care of Infotech and client technical issues. In town errands. Answer phones & provide exemplary customer support to clientele.

Job Requirements:

- **Must** be personable & professional at all times.
- Actively pursuing a 2/4 year degree in a computer related field
- Basic knowledge of networking concepts and fundamentals
- Desire to learn about new technologies in the world of networking, communications, and security is a must
- Technical writing skills are beneficial
- Hands on experience with common software and hardware
- Good communication
- Must be available from 11:30 a.m. – 1:30 p.m. daily
- Valid driver's license
- High school diploma

Job Skills: Applicant must be familiar with all Window Operating Systems as well as Windows Server, be knowledgeable about firewalls and other networking equipment, understand the basics of networking & email communication. Applicant must also have good written and verbal communication skills, the ability to work independently but also in a team environment. Most importantly the applicant must be personal and communicate effectively to our clientele.

Send cover letter & resume to:

Infotech Solutions, LLC, 700 South Washington Ave. Suite 101, Madison SD or e-mail online@infotechsd.com