



Position Title: Network-Computer Intern
Department: Administration
Reports To: VP Finance & Administration
Revised: April 8, 2010
Compensation: This is an unpaid internship position.

WHO WE ARE

Mi Casa Resource Center is a leader in Colorado's nonprofit arena with a 34-year history of helping Latino families advance in their economic success. We achieve our mission through career, business and youth development strategies as well as educational and support services that increase opportunities for success.

POSITION SUMMARY

The Network-Computer Intern will provide basic network and computer support to the Mi Casa staff and participants. The position will be involved in computer problem identification and resolution, computer maintenance, computer set up, some network issue maintenance and some monitoring of the computer lab.

The extent of the responsibilities assigned is dependent on the time the intern can commit to Mi Casa and their knowledge, skills and experience.

SPECIFIC RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Operations Contribution

- Identify the problems staff/participants are having with computers and work to resolve those issues
- Perform routine maintenance on computers
- Set up new computers as needed, move and set up computers as needed
- Assist staff/participants with questions/issues/problems in computer labs
- Assist with network administration as needed

Other

- Completes additional duties assigned

Required Qualifications

EDUCATION: Pursuing a Bachelor, Associate or Graduate degree in computers, network administration or management with a

focus in computer technology.

EXPERIENCE: Must have experience working in a time crucial environment, meeting deadlines, communicating individual progress to team. Must have knowledge of computer technology. Must be able to work independently.

SKILLS: Proficiency using word processing, database, and spreadsheet software. Excellent communication, customer service oriented, team building skills, solid writing skills, bilingual preferred (English/Spanish). Solid computer skills.

Interested candidates should send a cover letter and resume to jobs@MiCasaResourceCenter.org. Submit applications as early as possible, positions will be open until filled. No calls, please.