

Service Desk Intern

The successful intern will possess the ability to research, perform analysis, draw conclusions and make recommendations. Excellent oral and written communications and Microsoft Office skills required. Sound judgment, ability to maintain professional relationships with excellent customer service, excellent problem-solving skills, and a natural curiosity required.

Responsibilities:

- Assist with Identity and Access Management tasks in Active Directory including:
- Creating new user account, modifications, and separation tasks.
- Catalog and prep IHDA end of life assets for disposal
- Assist with A/V conference room support needs for IHDA conference rooms.
- Configure cell phones for staff based upon IHDA IT Service Desk process.
- Assist with applying hardware image to IHDA laptops for end user consumption.

Experience:

Student entering Sophomore, Junior or Senior year with primary focus in Computer Science or a related technical major. Prior customer service experience a plus.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=438826&source=CC2&lang=en_US

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