

IT Intern

Job Location – Visalia, CA



IT Intern Responsibilities:

4Creeks is looking for someone to assist our IT Administrator with technical support for our staff. This position is part-time up to 20 hours per week. Some duties may include setting up computers for new hires, tracking IT assets, and fixing computer or technical issues for staff members in our 4 office locations: Visalia, Hanford, Fresno, and San Luis Obispo. This position will be exposed to duties such as:

- Assisting in Asset Tracking
- Managing Active Directory and setting up users on company network
- Preparing Documentation on IT processes and practices
- Software management and installations
- Troubleshooting hardware and software issues

4Creeks is seeking someone who loves helping people with their IT related concerns. The ideal candidate will greatly enjoy helping staff when they run into computer-related problems and will also provide excellent customer service. This position will involve duties such as:

- Assist in asset tracking
- Resolving IT Tickets or escalating them to the IT Administrator if additional assistance is needed
- Setting up computers for staff members
- Setting up staff cell phones
- Troubleshooting hardware and software issues

Minimum Qualifications

1. Ideally, the candidate is a current student majoring in Information Technology, Information Systems, Computer Science, or any other computer-related majors. Students of the A.S. in Computer Networking program at College of the Sequoias will also be considered.
2. The ideal candidate will have the ability to understand and quickly follow instructions, have excellent communication, and organizational skills.
3. Treating staff with respect, kindness, and always willing to assist staff with technical issues they come across.
4. A desire to learn and grow within the IT field.

Compensation

Hourly rate will be determined by candidate's skill and experience level and highly competitive with industry standards. Benefits package includes full employee health coverage (50% coverage for dependents), company 401(k) contribution, and performance bonuses.

About 4Creeks:

We are a small band of visionaries, mentors, and citizens, driven by a deeply instilled belief that together we can help solve some of the challenges we face. We're determined to play our part in inspiring a new future in Central California. We call Visalia, Fresno and San Luis Obispo home and we're committed to using all the tools and resources at our disposal to make this region known for greatness.

You'll quickly find out that 4Creeks is built on a fun, challenging and collaborative work-environment. A team-based approach is the standard we uphold, and we believe that no one person is more valuable than the other. We enjoy working together and pooling our resources to provide the best solution we can create together. As you walk through our doors, we think you'll see and feel the 4Creeks difference.

How to Apply

For immediate consideration; please email your resume and cover letter detailing your background, skills, and experience to apply@4-creeks.com. Our Human Resource Administrator will contact you promptly for initial interview coordination.

The Other Stuff

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, apply range of motion within hands and fingers, including sensitivity to touch, and use a computer. The employee frequently is required to talk, hear, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.