

# Internship

Intern Duties for St Johns Church & School located in Maple Grove on the corner of 101 and County Rd 30, [www.stjohnsmg.org](http://www.stjohnsmg.org) :

- Develop and maintain hardware and software inventory
- Help to assess needs and identify and define hardware and software standards
- Develop PC replacement schedule – assist with procurement, imaging and placement of newly purchased equipment
- LAN optimization – review LAN configuration and suggest possible alternatives
- Develop and deliver technical training (PC operation, productivity software, etc.) to a small non-technical audience
- Assist with website administration and content updates
- Aid in troubleshooting IT issues - serve as initial point of contact for break-fix reports
- Report findings and recommendations to Technology Board once a month

The internship is not paid, however there are many opportunities to receive excellent practical experience and benefits. This internship provides a focus on IT support in a non-profit sector.

Requirements: Ability to work independently, strong written and verbal skills, ability to meet deadlines and availability to work some evening and weekends.

If interested please contact Brian Callahan 763-242-3837, or e-mail [brian.callahan@qwest.com](mailto:brian.callahan@qwest.com)