



Woodridge College & Preparatory School is an independent, multi-denominational, co-educational, Christian institution, situated on a magnificent country estate just outside Port Elizabeth.

The school invites applications for the following position:

IT INTERN

Woodridge College & Preparatory School is offering a prospective student, who is currently studying on a part-time basis within the field of IT, the opportunity to gain work experience.

Starting: 1st of April 2019

Requirements:

- Relevant Degree or Diploma in the IT field. – or studying towards
- Software and Hardware Certifications are an advantage.

Key Roles and Responsibilities

- Maintain the computers, network servers and phone technology in the business.
- Work daily with the hardware, repairing or replacing defective equipment.
- Install new or upgraded software and conduct testing on new or current software.
- Troubleshoot and resolve hardware, connection, printer and software issues reported to the Help Desk.
- Track and monitor day-to-day performance of systems and conduct analysis with the goal of improving performance.
- Conduct daily checks to verify that needed upgrades are installed on systems and perform preventative maintenance.
- Conduct periodic inventory of the IT Equipment used in a business.
- Collect outdated equipment for recycling or disposal.
- Respond to requests for new or configured hardware or software and keep inventory up to date.
- Troubleshoot hardware and software problems, logging problems and documenting fixes.
- Install new computers and attaching peripheral equipment such as printers.
- Instruct new users on software or hardware, especially when major upgrades are made.
- Make recommendations for improving the School's IT systems
- Provide general administrative support to the IT Manager.
- Work in a co-operative, diplomatic and flexible manner.
- Foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team.
- Maintain confidentiality at all times when encountering sensitive information during the course of carrying out duties.
- Undertake internal or external training provided by the school where appropriate and take responsibility for their own self-improvement to increase efficiencies, technical ability and interpersonal skills
- Maintain and expand knowledge base in area of expertise

Please submit a cover letter with short CV (maximum 3 pages) with at least 2 contactable references to itintern2019@woodridge.co.za

Closing date: Wednesday, 15th of March 2019

Woodridge College & Preparatory reserves the right not to fill this position. Only short-listed candidates will receive a reply and be interviewed. If you have not been contacted by 20th of March 2019 please assume your application has been unsuccessful. Woodridge reserves the right not to fill this position. Appointments are aligned with our Equity Policy.