



Trainee/Internship Program Offer

(10292) IT System Administrator Trainee Program – Minneapolis, MN



Start Date: July 1, 2018

Hours: 40 per week

Location: Minneapolis, MN; Sarasota, FL; Houston, TX (training in all 3 locations may be required)

Program Duration: 18 months

Compensation: \$13.00 per hour

Positions: 1

Host Company Description:

The host organization provides disaster and recovery management as well as civil construction services throughout the United States and abroad with wide-ranging projects in their size and budget. The company has several key offices in the U.S. where training will be conducted. The training time may be split between offices in different states which would require trainee's relocation.

Position Description:

The trainee will assist with the planning and implementation of any system-wide network additions, deletions and modifications; help plan, oversee and implement refinements network security; analyze the network and anticipate any future network needs; analyze current VOIP system, suggest improvements, enhancements, cost reductions; ensure the activities and the outcomes of Help Desk are satisfactory to end-users; bring fresh mindset to department relative to new technologies, opportunities for improved outcomes, reduced costs; develop an IT SWOT analysis, then work with management on an action item list and report weekly to company senior leadership on IT department projects; analyze current Hosted Exchange system, suggest improvements, enhancements, alternatives ensure all servers and key PCs are being backed-up per industry best practices.

Applicant Qualifications:

- To apply for the **Trainee** program, applicants must hold a Bachelor degree in Computer Science disciplines and have least 1 year of professional work experience in this field, OR be career professionals of 5 or more years of professional experience in Computer Science field.
- **FLUENT English is required (written and spoken)**
- 1-2 years hands-on IT department experience serving 500+ users
- **Must be advanced Excel. MUST have proven experience with the following: Formulas: VLOOKUP, INDEX-MATCH, IF+AND/OR; Pivot Tables; Conditional Formatting; Graphs and Charts. IDEALLY: VBA knowledge, MS Access, SQL**

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title

