



**POSITION:** Information Technology Intern

**SALARY:** \$18 per hour

**AVAILABLE:** April 2024 through July 2024

### **POSITION DESCRIPTION**

Information Technology Intern is a seasonal position associated with our annual fair. This position offers individuals hands-on experience working in the Information Technology (I.T.) field. The intern will work in multiple I.T. functions with an emphasis on support of the annual Alameda County Fair. The position will start as part-time and could built to a full-time position during Fair. This position will begin April of 2024 and will continue until end of July 2024. Our Fair hours are Wednesday through Sunday between 12 PM and 11 PM, except for the last week, we are open all days.

We are looking for a resourceful and well-organized individual with an eagerness to learn from the best and a dedication to helping others.

### **WHAT YOU WILL BRING:**

- A willingness to learn
- A desire to gain Information Technology experience
- Proficient computer skills including Microsoft Word, Excel and Google Docs
- Excellent written and verbal skills
- Ability to communicate with compassion, professionalism and patience
- Excellent organizational skills
- A positive Can Do attitude
- Dependability and flexibility
- Ability to maintain confidentiality

### **WHAT YOU WILL LEARN & DO:**

- Refresh and update computers and equipment
- Take inventory of fair computer assets including software
- Install and setup printers for computers
- Setup new users and add to Sharepoint\email as needed
- Setup new switches to run extra cabling during fair
- Setup access points for wireless coverage as needed
- Any other projects as needed

### **WE WILL PROVIDE:**

- Best place to work, a fun and supportive team
- Practical technology and system knowledge
- One of the most beautiful landscape county fairgrounds

Alameda County Fair Association, a non-profit organization, is an Equal Opportunity Employer and encourages all qualified persons to apply.