Job Title:	IT Support Intern	**Term:**	May 7th 2018 - Aug 20th 2018
Department/Team:	IT Infrastructure and Custom Solutions	**Employment Type:**	Part-time
Location:	1715 I St., Sacramento CA 4415 Granite Dr #200, Rocklin CA	**Travel Required:**	Applicant has own transportation preferred
Pay:	$11.00 / hr	**Position Type:**	Non-exempt
Reports to:	Chief Technology Officer	**Dates:**	May 7th 2018 - Aug 20th 2018
Overview	Hacker Lab is a community of makers, builders, inventors and interesting people with Coworking/Makerspaces located in Sacramento and Rocklin. Our unique assortment of equipment (CNC Machines, 3D Printers, Design Software Stations, etc.) all require constant upkeep. Hacker Lab is seeking an applicant who can assist in maintaining these systems and in doing so, gain experience performing routine computer and network maintenance and management. This position is intended for someone who wants to learn the ins-and-outs of managing a shared computing environment through both one-on-one mentorship and self-driven problem solving.		
RESPONSIBILITIES	- Assist with updating software and systems for Hacker Lab's computer labs - Assist in debugging and solving interesting issues that arise in a small business's computer and network infrastructure - Assist in monitoring Hacker Lab's network - Backup, image, and restore computers that control CNC equipment - Assist users with routine tech support issues (connecting to printers, connecting to projectors, and usage of AV equipment) - Learn about and contribute to in-house scripting and web-based automation systems		
SKILLS	Required: - Familiarity with installing Microsoft Windows - Knowledge of basic fundamental computer concepts - Knowledge of basic networking concepts (dhcp, ip addressing system, SSIDs and wireless infrastructure, firewalls) and how they are used in practice - Ability to install software - Ability to work both with guidance and independently - Good technical communication skills (asking specific questions as opposed to being vague, using correct terminology) - Has own, reliable, transportation (tasks may be split between Sacramento and Rocklin locations) Recommended: - Has built a computer from parts (has installed a processor on a motherboard) - Has used/installed Linux (any distribution) - Can explain technical concepts to non-technical people - Comfortable with a command line interface Bonus: - Has some programming or scripting experience (any language) - Has worked with hobbyist microcontrollers (Arduino, Raspberry Pi, etc.) - Enjoys making things (Wood, Metal, Electronics, Programming, Web, anything…) - Familiar with Relational Database concepts		

ADDITIONAL NOTES

- *Estimating 2 - 3 days per week, 5 hours each day. Ideally split between Rocklin and Sacramento, however timing is flexible.*
- *Position perks include **Free** Hacker Lab All-Access Membership and discounted classes. Check us out at https://hackerlab.org*
- *Hacker Lab is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories.*
- *Apply here: https://goo.gl/forms/CYq752joGkICAZou2*

Reviewed By:	Crest Saechao	Date:	4/6/2018
Approved By:	Eric Ullrich	Date:	4/9/2018
Last Updated By:	Nile Mittow	Date:	4/10/2018