



The Whittier Educational Foundation
540 Ashbury Avenue • Building A • Room A231A • El Cerrito, CA 94530
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www.techfutures.org

EMPLOYMENT OPPORTUNITY

Position Title:	Entry Level Software Tech Intern
Date Posted:	January 9, 2017
Job Location:	TSG Networks, El Cerrito CA
Hourly Rate:	\$11.00
Time Commitment:	120 hours (Minimum 10 Hours Weekly)
Number of Positions Open:	1 position
Duration:	January 20 th - TBD
Deadline to Apply:	Friday, January 13, 2017

Company Information: TechFutures is a privately funded technology training program of the Whittier Educational Foundation. The goal of the three-year program is to provide advanced Internet applications training for high school youth to help them pursue technology related careers upon graduation from high school. Occasionally TechFutures also has the opportunity to employ students in paid positions that enhance their classroom learning.

Position Description: To support TSG Networks, a small I.T. service provider that helps organizations develop and implement cost-effective and efficient solutions in order to help clients automate their business infrastructure. The position will call for a student to help us with updates to our services software and learn about small business. The student would be responsible for updating client documents in service database and documentation sets, and being part of regular Technical Team planning and project management sessions and projects.

Qualifications

- Must be an 11th grader
- Dedicated to managing time efficiently
- Ability to work autonomously
- Effective communication skills, both with staff and client
- Willingness to take direction and learn new skills

Duties:

- Answer phones
- Data entry in Service Data Base and Exchange data base
- Assist with routine maintenance at TSG and on client computer networks
- Attend Technical Team planning and project management sessions
- Documentation collection

Apply: Send resumé & cover letter to **Chris Merrida:** chris.merrida@techfutures.org