Administrative Intern – IT assistance
(1 position available)
Salary: $21.64/hour

The Department of Recreation and Parks is recruiting for one Administrative Intern, who is a part-time, at-will employee to work a maximum of 1040 hours per year at the Cabrillo Marine Aquarium.

AVAILABLE HOURS/LOCATION:

- 10-20 hours per week based on the budgetary and operational needs of the Department
- Cabrillo Marine Aquarium, 3720 Stephen M White Dr., San Pedro, CA 90731

DESCRIPTION OF DUTIES:

- Work closely with Department IT and Aquarium staff to provide technical help/guidance to users resolving IT issues
- Able to install, configure and deploy PC hardware and software to end users
- Respond and provide technical assistance with virtual classes and exhibits
- Perform equipment inspection and inventory on a regular basis
- Assist in audio visual equipment for events, movies and other functions
- Must be able to communicate effectively
- Must be efficient and work in a timely manner to organize and prioritize program needs
- Resourceful and effective in multi-tasking resulting in accomplished results
- Must be able to work some weekends and nights

QUALIFICATIONS:

- Knowledge of networking fundamentals, wireless equipment installation and troubleshooting
- Knowledge of installation and troubleshooting audio equipment
- 12 semester units (or 18 quarter units) or equivalent from a recognized college or university in Computer Science, Computer Information Systems or related field is required
- Able to physically lift and transport standard PC hardware and printer equipment (50 lbs.)
- Able to work under desks to install and inventory equipment
- Must possess a valid California Driver’s License and a good driving record
- Must be responsible, dependable, and communicative with supervisory staff
- Ability to follow directions and work under minimum supervision

Please email your resume to, martha.vacaperez@lacity.org

Deadline May 7, 2021 or until sufficient applications are received

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