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TRANSPORTATION FOUNDATION OF LOS ANGELES

COMPUTER SCIENCE INTERN

**DESCRIPTION**

Under Guidance of Senior Systems Analyst, the intern will:
1. Perform Hardware, software, and consumables inventory
2. Create reports as needed
3. Install and configure new hardware and software
4. Troubleshoot a wide variety or IT-related problems
5. Perform occasional end-user training
6. Maintain library of workstation images

Intern should have a basic working knowledge or PC's and computer networks.

The intern should have experience with Windows XP, a familiarity with Microsoft Office products, and a basic working knowledge of computer networks. The intern should also have good communication and interpersonal skills.

**Currently enrolled students with a 3.0 minimum GPA are encouraged to apply** by sending a resume, personal statement saying why you want the internship and what you hope to gain from it, and a copy of your unofficial transcript verifying GPA. Send applications to TFLAinternships@gmail.com.

**SALARY:** $ 14.50/HR

**hOURS:** 15-30 HRS/WEEK

**LOCATION:** Downtown Los Angeles

**DESIRED CLASS LEVEL(S):** Junior, Senior, Graduate Student

**QUALIFICATIONS:** Computer Science Majors with 3.0 or higher GPA's and minimum six months until graduation.

**Contact info:**

Alan Monkawa

Internship Coordinator

Transportation Foundation of Los Angeles

2615 S. Grand Ave. #100

Los Angeles CA, 90007

(213) 744-1030