

Dallas International University

Information Technology Support Trainee

Job Description

Job Description:

The Information Technology (IT) Support Trainee will enter the IT Department with a willingness and ability to learn what is necessary in order to supplement the IT Department with performing the duties and responsibilities of supporting the technology needs of Dallas International University.

Position Responsibilities:

The Information Technology Support Trainee will be responsible to the IT Director and other IT members. The Support Trainee will be responsible for learning what is required to become a part of the IT Department, and to assist with computer related tasks. The Support Trainee will be responsible to grow in ability and capacity as they humbly and ably acquire training and skills in conjunction with work experience.

Required Attributes:

1. Ability to be punctual for training and work shifts.
2. Eager and willing to learn whatever is necessary to perform job functions.
3. Excellent communication skills.
4. Has a servant's heart, able to interact with those inside and outside of the IT Department with humility and grace.
5. Positive, can-do attitude, exhibiting confidence in abilities thereby encouraging others.
6. Good interpersonal skills.
7. Has a working knowledge of the Microsoft Office suite.
8. Has a working knowledge of the MS Windows operating systems.

Education and Experience:

Bachelor's degree preferred.

Training and Orientation:

The Support Trainee will be given provided with on-the-job training and orientation.

Location:

International Linguistics Center - Dallas – Dallas international University.

Time Required:

No less than 20 hours, or .5 FTE, and may be as many as 40 hours, or Full Time.