



Windhoek International School Internship Opportunity

IT Support Intern

Hours and Duration: May vary depending on intern availability. Evening and weekend special event support may be required on occasion.

Position Overview: Windhoek International School is recruiting an IT Support Intern to assist with maintaining and supporting the school's IT infrastructure and IT events. This internship provides practical experience with various technologies used in the school.

General IT Support:

- Assist with daily IT operations.
- Google Admin Help Desk: Manage user accounts, troubleshoot Google Workspace issues, provide help desk support, and track tickets.
- Set up and maintain printers, troubleshoot printer issues, and manage peripherals.
- Chromecast/Chromebooks/MacBooks/iPads: Assist with setup, troubleshooting, and support for these devices.
- Participate in IT projects.
- Maintain IT documentation.
- Assist the Librarian and Digital Skills Teacher with supervision of the Secondary Library.

Event IT Support:

- During the school day, support school events with audio-visual (A/V) requirements.
- During evening and weekend events, support school and external partners/clients with audio-visual requirements.
- Set up and running the A/V for sports events and A/V for events in the school auditorium.
- Liaising with the WIS Site Manager and the WIS Technology Administrator for the planning and execution of these events.

Qualifications:

- **Education:** Knowledge and experience in IT and Computer Science, or related field.
- **Technical Skills:** Trouble-shooting and problem-solving, and a willingness to learn.
- **Soft Skills:** Good communication, teamwork, organization, and attention to detail.
- **Experience:** Previous IT support experience or internships preferred but not required.

Application and Remuneration

- Application letter, CV with three referees, and copies of qualifications (**all in one PDF**) to be submitted by **October 31, 2024**.
- Remuneration will be in line with the school's stipend for understudies - covering transport costs. The school will provide training and a credential of experience for successful candidates.

Applications should be addressed to: vacancies@wis.edu.na