



The School:

The Chinese American International School (CAIS) is an independent, Preschool-8th grade school in San Francisco, CA. CAIS was founded in 1981 with an enrollment of just ten students; CAIS now enrolls more than 550 students from Preschool through 8th grade. CAIS's commitment to dual language and dual culture education, international mindedness and diversity of every sort has remained at the core of our vision and educational program. We are proud of our leading role in preparing culturally sensitive, globally literate young people with a high level of proficiency in Chinese for the world that awaits them.

The Position:

This entry-level position offers an excellent opportunity to gain hands-on experience in IT. We seek a motivated individual with strong technical skills to assist with desktop and AV support on campus. High school and college students are encouraged to apply. The position is part-time (3-month term), with an anticipated work schedule of 20+ hours per week, depending on workload. The hourly wage is \$19.61.

Specific Duties (not limited to):

- Maintenance of all copiers/printers (Papercut) and all Smart TVs & Accessories (ViewBoard)
- Record & Report all lost & damaged items
- Record for loaners/accessories assignment
- Report low inventory of supplies
- Updated device OS as scheduled
- Keep meticulous records of maintenance activities
- Work with an IT Helpdesk ticketing system
- Supervising the students
- Other general IT-related projects as assigned

Qualifications:

- High School or College Student majoring in an Information Technology-related subject
- Interest in technology career development
- Strong problem-solving and analytical skills.
- Excellent communication and interpersonal abilities.
- Ability to work well and communicate effectively with ESL colleagues and staff

Working Conditions:

- Occasional lifting of heavy AV equipment (up to 35 lbs.).
- Initial and continued tuberculosis clearance.
- Initial and continued criminal background clearance by the DOJ and the FBI.
- Bilingual: English/Mandarin preferred, but not required.

To Apply:

Please follow the below for submission requirements:

1. In the subject line of the email, indicate "IT Intern".
2. Please combine the following items into one PDF before submitting: resume, desired salary, and list of references.
3. The PDF must be titled: "[Candidate's name]- IT Intern"

Email the PDF file to it_jobs@cais.org. We are looking to move quickly to fill this position. Please no calls. The hiring committee will review all resumes. Should a possible match in skill and experience be found, the committee will contact you.

Learn More Visit CAIS's website www.cais.org