



Life changing. World changing.

Chinese American International School seeks an

IT Intern

This is an English language position, Chinese language proficiency not required
Non-Exempt, part-time position

OPPORTUNITY

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 months term), with an anticipated work schedule of 20+ hours per week, depending on workload. The hourly wage is \$18.67.

The ideal candidate finds resonance with CAIS's mission to *Embrace Chinese, Become Our Best Selves, and Contribute to a Better World*. CAIS offers a dynamic dual culture setting in which faculty are immersed in a culture of language learners. We look for a candidate who will embrace CAIS's work to create an equitable, inclusive environment where all faculty, students, and families are supported in their individual identities. We welcome all applicants who aim to actively support and participate in our diverse and inclusive community.

SPECIFIC DUTIES

Position responsibilities include (*but are 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
- Supervising the students
- Other general IT-related projects as assigned

QUALIFICATIONS

- High School or College Student majoring in 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 DOJ and FBI.
- Bilingual: English/Mandarin preferred, but not required.

ABOUT CAIS

As the nation's first dual language Chinese and English Preschool through 8th grade school, CAIS embodies our [mission](#) by working continuously to maintain our role as a leader in immersion education. We are known as an ambitious school, and we have made substantial progress on our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine our community connectedness, and reimagine our learning spaces. Our entire community began the school year at our newly renovated [campus on 19th Avenue](#).

TO APPLY

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBTQIA candidates are strongly encouraged 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.