Paul Consulting Group

Custom Programming Solutions

Network Administrator Intern

Position Description

Paul Consulting Group, (PCG) an IT solutions provider in Tallahassee, Florida, is currently seeking candidates for a Network Administrator Intern to become part of our CSIRT (Computer Security Information Response Team). This hourly, paid internship will work closely with our CSIRT team to learn desktop support, networking fundamentals, computer hardware, and gain an understanding of IT infrastructure to support our company.

Duties

- Setting up new computers
- Help desk support for Paul Consulting
- Assists management of:
  - Active Directory User Accounts (Creating, modifying, deleting)
  - User software licenses
  - PCG network and devices
  - Company antivirus software
  - Server patching and updates
  - Domain and SSL cert renewals
- Keeps all related documentation updated
- Ensure quality of all work products produced by the team

Experience

- Working towards a Bachelor's Degree or higher in Computer Science, MIS, IS, or related field; or working towards A+, Network+ professional level certifications

Preferred, but not required

- Some knowledge of computer networks, computer hardware, and software management.
- A passion for computers.
- Excellent written and verbal communication skills.
- Ability and desire to work in a team environment.