Technology Internship
2015-2016 Academic Year

The Frankfort Christian Academy is seeking a tech savvy, hard-working, and talented college or graduate student for technology internship opportunity for the 2015-2016 academic year.

Position Description:
• Under direction of Technology Manager:
  o Assist users with issues with their electronic devices (PC, IOS, Apple TVs, printers, etc.)
  o Assist users with various computer programs (MSOffice, Windows7 OS, etc.)
  o Build PCs following TFCA specs.
  o Help maintain accurate inventory.

Skills Required:
• Knowledge of Microsoft Office and Windows 7 OS.
• Knowledge of PC components. Ability to change Hard Drives, Optical Drives, Memory, and Power Supplies as well as make general PC repair.
• Good organizational and Inventory skills.
• Knowledge of Office365 preferable.

Beginning Date:
• August 1st

Time Requirements:
• Prefer 4 hours a day, 20 hours a week. TFCA can work with the student’s school schedule to come up with an alternate schedule.

Compensation:
• $10 an hour

Submit application letter and 3 reference letters to:
  The Principal
  The Frankfort Christian Academy
  1349A US 421 South
  Frankfort, KY 40601

For more information:
  Call: (502) 695-0744
  Email: tigges@mytfca.org

TFCA reserves the right to determine the suitability of applicants for this internship opportunity to serve TFCA students and fulfill the mission and goals of the School.