



Cultural Academy for the Arts & Sciences

Tilden Educational Campus

5800 Tilden Avenue

Brooklyn, NY 11203

Phone: 718-968-6630 Fax: 718-968-6635

"Providing equal access to success under an umbrella of support"

Sanatha Alexis – Principal; Halley Tache - AP; Marissa Olivieri-AP; Preston Graham - Community Schools Director

Date Posted: 3/14/2024

Deadline: 3/29/2024

POSITION: School Technology Intern

LOCATION: 5800 Tilden Avenue, Brooklyn, N.Y. 11203

ELIGIBILITY REQUIREMENTS: Applicants must:

- Satisfactory academic progress in every class.
- Maintain a cumulative average of at least 80%
- Maintain an attendance rate of at least 90%
- Submit cover letter and resume
- Submit two recommendation letters

DUTIES/RESPONSIBILITIES: Provide administrative support including but not limited to data entry, setting up new computers, networks, and software, taking inventory, restocking new equipment, Coordinating with the principal to ensure that all technology is working properly for our school, Assisting with computer network security by scanning for viruses.

- Other support duties as assigned by manager

SKILLS NEEDED:

- Excellent English reading and writing skills.
- Ability to learn new software and hardware
- Strong interpersonal and communication abilities.
- Proficient in MS Office (Word, Excel, PowerPoint) and Google Drive
- Patient and creative personality

WORK SCHEDULE: Minimum of three hours per work day Monday through Friday and Saturdays as needed.

PAY: \$15.00 an hour

APPLICATION INSTRUCTIONS: Applications must be submitted on or before March 29, 2024, via this link in order to be considered for the position.