

Job Title: **INTERN – Systems H/W and IT Support**
Job Ref #: **ITNHW052011-001**

ABOUT COMPEX:

Founded in 1972, Compex Legal Services, Inc. is an industry leader in litigation support service to top law firms and insurance carriers in the nation. Having pioneered a number of advances in the industry, our product lines include record retrieval, medical records summarization, court reporting, and on-line document management. At Compex, we pride ourselves on providing the highest quality service and value to each client.

POSITION DESCRIPTION:

Reports to:	Sr. System Administrator / VP - IS	Location:	Torrance (Corporate Headquarters)
Duration:	Approximately 3 mths., Full Time (8 hrs/day)	Pay Range:	\$14/hour or higher
Education:	Pursuing Bachelor's Degree - IT/IS/MIS/Biz	Industry:	Legal / Insurance
Departmental Interface:	IS, Sales & Operations, Vendors	Expt. Travel:	Local, 0% – 5%

INTERNSHIP OVERVIEW AND LEARNING OPPORTUNITIES:

Compex offers a hands-on learning experience in a friendly corporate environment. Our full-time Technology interns will have few hours each week to shadow executives, interact with our management team, participate in company meetings, join training sessions, and build project management skills. We invite each intern to a learn-at-lunch with a manager.

Although much of this assignment involves independent work, duties leading to improving IT service and infrastructure facilitate collaboration and networking with our team members and end-users. Our focus via this program is towards the overall self-development of our interns, especially growing their technical, functional and leadership skills.

POSITION REQUIREMENTS:

Work Experience:

- Prior Hands-on work experience a plus

Personal Characteristics:

- Ability to work independently - Motivated
- Sound communication skills (written and verbal)
- Strong follow-up skills – Responsive
- Team player
- Self-starter - Good work ethic
- Good interpersonal skills

Technical/Business Skills:

- Strong working knowledge of Windows 2000/XP/Vista/7
- Good knowledge of MS Office (especially Outlook, Word, Excel)
- Knowledge of TCP/IP and various Internet services (DNS, HTTP, SMTP, etc.)
- Experience with software installs/updates and inventory reconciliation

Job Responsibilities:

- PC/Laptop/Netbook Configuration, installation and deployment
- Security updates and patches for Windows operating systems
- Assist in modifying users in Active Directory/Exchange environment
- Printer, Fax, Scanner support
- Assistance with cable management in Data center
- Resolution and documentation of Level 1 Support Issues
- Assist with IP phone, voicemail and email configuration
- Assist with system and network documentation
- Assist in recording H/W and S/W inventory
- Provide general end user support within corporate and satellite offices

Email Resumes to:

resumes@compexlegal.com (Please include in email Subject: (1) Reference # (2) Job Title.)