

Position Title: IT Helpdesk Intern
November 2017 – May 2018 or May – December 2018
Department: IT
Reports to: Systems Administrator
Hours: 15-20 hours per week, flexible around class schedule

About GVL

GlobalVetLINK was built on a vision to replace an antiquated paper-based animal health regulatory process with an official digital animal health regulatory software system; one that would be accessible via the Internet in real-time. Since 2001, GVL has been providing on-line applications to enable practitioners, state authorities, diagnostic laboratories and other health officials to build, access, and monitor animal movement records with ease and efficiency.

Job Summary

GlobalVetLINK is seeking a Help Desk Intern to provide useful technical assistance on hardware, software, and computer systems. You will answer queries on basic technical issues and offer advice to solve them. An excellent Help Desk Intern will have good technical knowledge and be able to communicate effectively to understand the problem and explain its solution. They must also be customer-oriented and patient. The Help Desk Intern will also assist our Systems Administrator to support LANs, WANs, Network Segments, Internet and Intranet Systems.

Qualifications

- Active pursuit of a BS in a related field of study
- Experience with both Mac and PC
- Experience with GSuite and Microsoft Office
- Ability to work 20 hours per week within normal business hours of Monday-Friday, 8am-6pm (Hours are flexible around your school schedule.)
- Exhibit professionalism in all internal and external environments, exemplifying GVL's core value
- Ability to multi-task and work well under pressure

GlobalVetLINK's vision is to be the world's most trusted, secured, and independent repository of animal health data. GVL believes that all employees contribute to the good of the company. In reflection of this, GVL's company core values encourage each employee to be Accountable, Spirited, Inspired, Dedicated, and Respectful.

To apply send your cover letter and resume to careers@globalvetlink.com.