

Section	Description
School/Department Name	Trade Tower
Contact Name	Dr. Daya Shankar
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Phone Number	7002487107
Job Profile Information	
Job Title	<b>Technical Support Intern</b>
Department	Trade Tower
Reporting To (Title)	Dr. Daya Shankar
Number of Positions	3
Job Summary	Briefly describe the overall purpose and responsibilities of the position (2-3 sentences).
Key Responsibilities	<ul style="list-style-type: none"> <li>Set up and maintain IT infrastructure, including hardware and software.</li> <li>Troubleshoot and resolve technical issues promptly.</li> <li>Assist in managing the incubation center's website and online platforms.</li> <li>Ensure the security and efficiency of IT systems.</li> <li>Document technical procedures and provide training if necessary.</li> <li>Provide technical assistance to staff and startups.</li> </ul>
Qualifications	Outline the required skills and experience for the position.
Education	Bachelor's or Master's degree in Information Technology, Computer Science, or a related field.
Experience	
Skills	<ul style="list-style-type: none"> <li>Basic knowledge of IT systems and troubleshooting.</li> <li>Proficiency in hardware and software setup and maintenance.</li> <li>Strong problem-solving and analytical skills.</li> <li>Good communication and customer service abilities.</li> <li>Familiarity with web management and online platforms.</li> </ul>
Certifications	
Additional Information	The Technical Support Intern provides IT assistance to the incubation center staff and startups. Tasks include setting up and maintaining IT infrastructure, troubleshooting issues, and managing online platforms. This position offers practical IT experience and problem-solving skills.
Preferred Start Date	July 2024
Additional Details	