



Internship Opportunity

Information Technology Assistant

The British International School provides outstanding English language education to students in London, New York and Beijing. Our mission is to meet the diverse needs of a constantly evolving market. Our courses feature unique social elements, facilitating and motivating language learning.

The British International School is always looking for highly motivated and talented individuals to join our team and put their newly gained knowledge to use in one of our several Departments (School, Marketing, Sales, Finance, Tourism, Travel Agency, Human Resources, IT and Graphic Design).

In our company interns experience an exciting and challenging international context where they can learn specific competences and develop their skills.

This position is unpaid but our interns will have the following opportunity:

- Attend a **Computer Technology course** (main subjects: Networking, Office Package, Email Thunderbird, Cloud System, Website and Content Editing)
- Attend **Business and General English classes** in our School free of charge (6 hours per week, on Monday, Wednesday and Friday)
- A **discount on public transport** (if you apply through your university).

During your internship, you will assist the Company IT Expert in:

- Server maintenance
- Active Directory administration
- Desktop builds and configuration
- Printer and Multi-Function Device maintenance
- Telephone system maintenance
- Troubleshooting network operating system software and hardware

We are looking for motivated people experienced in Microsoft Office 2007, Windows XP, and Windows 7 in a domain environment, with the ability to troubleshoot common hardware/software issues, meet deadlines and adjust to changing priorities, follow



BRITISH INTERNATIONAL SCHOOL

School of English & Integration Programmes

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instructions and work autonomously, able to quickly gain new skills and knowledge when faced with new challenges and with good verbal communication skills (Common European Framework of Reference for Languages: English B2 at least).

Our company often hosts students for Erasmus or Leonardo programs.

To apply for this position or should you need further information send you CV to hr.manager@thebis.com.