



**JOB TITLE: INTERN: SYSTEM ADMINISTRATOR**

**Areas of Responsibility:** AS ASSIGNED

**Reports To:** FINANCIAL SYSTEMS ADMINISTRATOR

**Specific Knowledge:**

Minimum 1 years of hands-on experience in the field.

**Due Date:** 11/28/2024 12:00 AM

**Main Duties**

1. Monitor and maintain system performance, ensuring uptime and reliability.
2. Provide user technical support and training for internal applications.
3. Design and implement front-end components using React, JavaScript, HTML, and CSS
4. Assist in backend application development with PHP, Node.js, C#, and .NET technologies.

5. Create custom reports using Visual Basic for Application (VBA).
6. Collaborate with the IT team to implement system improvements.
7. Facilitate training programs for continuous skill development
8. Maintain accurate technical documentation for all systems and applications.

### **Minimum Requirements (Qualifications)**

1. Bachelor's Degree in Computer Science, Software Engineering, or a related field.
2. Proficient in front-end technologies such as React, JavaScript, HTML, and CSS.
3. Backend development experience with Node.js, PHP, and .NET.
4. Familiarity with database systems like SQL Server, PostgreSQL, or MySQL.
5. Basic understanding of system administration tasks and networking.
6. Passion for learning new technologies and solving complex problems.

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