**Position Description:**

***IT Intern***

**Organizational Background:**

The Roma Education Fund’s (REF) mission and goal is to close the gap in educational outcomes between Roma and non-Roma. To achieve this goal, the organization supports policies and programs which ensure quality education for Roma through scholarships, grant making and advocacy activities. The objectives of REF include:

* Expanding Romani children’s access to quality early childhood education and care
* Improving primary education outcomes for Romani children aged six to fourteen
* Boosting academic performance and graduation rates from secondary education for Romani pupils
* Supporting access to tertiary education, improving graduation levels and strengthening identity of Romani university students
* Expanding employment opportunities for young Romani adults



**Duties and responsibilities:**

***Under the supervision of the IT Officer the IT Intern, will be assists to the task below:***

**Tasks:**

* Reinstalling REF computers:
  + Creating backups
  + Installing Windows operation system
  + Update Windows Operation system for office users.
  + Installation and setup softwares
  + Installation and setup of Office 365 package
  + Installation of MS Teams and Yammer
  + Installation of Team Viewer and create registration to all users
  + Add the computer to REF Domain system
  + Assisting users to restore files.
  + Install and configure the printer driver
  + Note the news in the IT Officer computer list
* Assisting the IT Officer with the testing of the landline phones, docking stations and other IT tools.
* Setup working stations for users:
  + Monitor, keyboard and docking station
* Update the IT tools inventory list
* Assisting the IT Officer to complete:
  + User’s requests
  + Preparation of O365 tutorial
  + Optimization of the SPAM filter
  + purchase of new tools
* Collecting and managing user’s contact and updating the Outlook list
* Set up printer to each user
* Fix the old Office pack software list

The duration of the internship is for **2 months (July and August 2019) 8 hours per day** however the daily schedule can be negotiated. The candidate ideally should be located in Hungary.

Interested candidates should submit their application package to: József Petrovics (IT Officer)

[jpetrovics@romaeducationfund.org](mailto:jpetrovics@romaeducationfund.org)

The application package should contain a **CV** and **a short motivation letter** indicating the reasons for applying for an internship at REF. Further, the candidates requested to submit a completed **information sheet on financial coverage**.

REF is committed to equality and equal opportunity principles when selecting the candidates.

**Deadline for application is Friday, June 21 2019**