

Beijing City International School 北京乐成国际学校
No. 77 Baizhuan Nan Er Road, Chaoyang District, Beijing 100022, P.R. China
Tel: +86 10 8771 7171 Fax: +86 10 8771 7778
北京市朝阳区百子湾南二路77号, 100022

Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园
No. 11 Dongbai Street, Chaoyang District, Beijing 100022, P.R. China
Tel: +86 10 6770 0766
北京市朝阳区东柏街11号, 100022

www.bcis.cn

 **BCIS** BEIJING CITY INTERNATIONAL SCHOOL
北京乐成国际学校

文行
忠信
Empowering and
Inspiring through Challenge
and Compassion

Job Description

Beijing City International School

北京乐成国际学校

职位说明

TITLE: IT Intern
职位: IT 实习生

Working Hours: Monday-Friday, 8am-5pm
工作时间: 周一到周五, 8:00 – 17:00

Service Period: from June, 2023 to August, 2023
服务期限: 2023年6月至2023年8月

QUALIFICATIONS:

1. Bachelor's degree or higher.
学士学位或更高。
2. Good communication skills, proactive, positive and team player.
良好的沟通技巧, 工作积极主动, 乐观。
3. Experience in Apple MacBook、iPad.
有苹果笔记本、iPad 软件使用、维护经验。
4. Could speak simple English.
可以用英语简单交流。

JOB GOAL:

1. Provide daily IT support to BCIS end users.
为 BCIS 用户提供 IT 技术支持。
2. Support school daily activities.
为学校日常活动提供技术支持。

RESPONSIBILITIES:

IT helpdesk:

- a. Troubleshoot and fix client computer, printer and peripheral systems issues.
修复客户端计算机问题。
- b. Install and implement hardware and software updates.
安装软硬件及更新。
- c. Log and report all help requests.
记录并处理桌面支持工单。
- d. Investigate and analyze hardware and software problems.
调查分析软硬件问题。

Beijing City International School 北京乐成国际学校
No. 77 Baiziwai Nan Er Road, Chaoyang District, Beijing 100022, P.R. China
Tel: +86 10 8771 7171 Fax: +86 10 8771 7778
北京市朝阳区百子湾南二路77号, 100022

Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园
No. 11 Dongbai Street, Chaoyang District, Beijing 100022, P.R. China
Tel: +86 10 6770 0766
北京市朝阳区东柏街11号, 100022

www.bcis.cn

 **BCIS** BEIJING CITY INTERNATIONAL SCHOOL
北京乐成国际学校

文行
忠信
Empowering and
Inspiring through Challenge
and Compassion

e. Complete the delivery, imaging, installation, set up, configuration and testing of new client computer, printer and peripheral hardware, and software, in accordance with established BCIS procedures.

完成新软硬件安装配置交付工作。

Job rotation and team work:

a. Substitute other IT engineers in case any short-term absence. It may relate to networking or Windows server management.

临时代理其他团队同事岗位。

Others:

Performs other duties as directed by leaders that may not inconsistent with the qualifications and skills required for this position.

完成领导交给的其他任务事项。

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

我校遵从国际儿童保护工作组(the International Task Force on Child Protection)的建议，在招聘环节秉承高标准：格外注重候选人对儿童保护的认知。