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Management Systems Intern

Founded in 1999 in San Antonio, Digital Defense is a leader in Internet security solutions. We offer information security threat management services and provide automated vulnerability assessments via our proprietary Frontline Solutions Platform and perform penetration testing services for financial institutions, government agencies, private and public companies. We also provide a broad array of security and compliance consulting services.

Job Duties

1. Assist MIS team with system installation and build process (hardware/software).
2. Assist users with ticket issues such as password resets, application troubleshooting, etc.
3. Monitor and troubleshoot issues with administrative platforms.
4. Audit and hardware and software inventory.
5. Assist in the shipping of equipment to client sites.
6. Assist users with software installation.
7. Organize and maintain server room environment.
8. Perform other duties as assigned.

Experience

1. Must be PC or Mac literate.
2. Must be able to utilize Microsoft Office applications such as Word and Excel.
3. Must have good communication skills and be able to convey thoughts verbally and in writing.
4. Experience with multiple operating systems (Windows, OS X, Linux, etc.) helpful.
5. Knowledge of networking (DNS, etc.) helpful.
6. Knowledge of Perl, Python, Ruby, or other scripting languages helpful.

Education Requirements and Other information

1. Some college course work in basic computing and/or networking preferred.
2. Hours Per Week: 15
3. Schedule: Flexible
4. Salary: \$10.00 PH
5. Attire: Casual
6. All candidates must be able to pass a complete background investigation including credit and criminal history.
7. H1B Support: None for this role.

Applying for This Role

No phone calls will be accepted. Please submit resumes or questions to hr@ddifrontline.com with the subject of MIS Intern.