



INTERNSHIP DESCRIPTION—WAREHOUSE & COMPUTER LAB ASSISTANT – DOWNERS GROVE

\$18/HOUR

MAXIMUM HOURS/WEEK- 29

MAXIMUM LENGTH- 3 MONTHS

workNet DuPage is looking for a WIOA Young Adult program participant for an internship as a Warehouse & Computer Lab Assistant for Compudopt in Downers Grove. Compudopt provides technology and education to under-resourced youth and their communities. They believe every child deserves equal access to education and opportunity. Their programs serve to eliminate limited access to computers, facilitate growth in technical and digital literacy skills and support the future of youth and their communities. Compudopt works with communities across the U.S.!

This could be a great fit for you if any of the following are true:

- You are organized and are good at paying attention to detail.
- You would enjoy working with computers and computer hardware/software.
- You don't want to work at a desk and would prefer a job that requires physical activity and movement.
- You're interested in gaining exposure to a socially conscious culture that fosters the sharing of ideas and engagement in the community.

At completion of this internship, you will be able to add valuable workplace skills to your resume such as technical computer support, material handling, shipping and receiving, the ability to work with teams and multitask, increased understanding of computer operations, order fulfillment, etc.

As with all internships, the experience, opportunity, and exposure to other professionals you gain in this position could lead your career and future down a variety of different paths, including roles in IT Tech Support, Quality Assurance, Inventory Management, Operations Management, and more!

Description

You will report to the Operations Manager and will perform the following jobs:

- Refurbish donated laptops and computers to prepare them for donation distribution.
- Utilize Kill Disk, an industrial grade disk sanitation software to wipe hard drives of all data.
- Sort monitors, computers, laptops, and cords in the warehouse.
- Help load trucks with monitors, laptops, and computers for their distributors.
- Clean computers monitors and the warehouse in order to keep it organized and tidy.
- Create kits for programming and sort program supplies.



- Maintain a safe and healthy environment by following organization standards and legal regulations.
- Contribute to team efforts by accomplishing related results as needed.
- Other duties may be required.

What you need to do the job

- Willing to learn - training will be provided.
- Dependable and knows how to work— good attendance, be on time.
- Attention to detail- careful worker.
- Comfortable with computers and technology.
- Ability to stand, bend and lift heavy objects at least 20 pounds.
- Good organizational and time management skills.
- At least 18 years of age.

Compudopt
1414 Brook Drive
Downers Grove, IL 60515

<https://www.compudopt.org/>

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Interns may perform other related duties as negotiated to meet the ongoing needs of the organization.