If you are looking for an opportunity to gain real-life IT experience, earn a real-life paycheck, and get on the fast track to an IT career, look no further than the Ace Info Solutions Co-op Program. This is a hands-on technical, on-the-job training position for candidates enrolled in Associate or Bachelor Degree programs.

**Position Description:**

Paid co-op position at the United States Coast Guard Operations Systems Center located in Kearneysville, WV or Chesapeake VA.

**Schedule**

Part-time: Typically 20-29 hours per week. Work days/hours can be flexible (within M-F normal business hours) to accommodate your academic schedule.

**Responsibilities**

Typical work assignments include, but are not limited to:

* Day-to-day operations and administration of IT systems for the US Coast Guard.
* Automating server admin tasking including scripting and reporting
* Technical support for the system including responding to Help Desk tickets and working with users to resolve issues.
* Performing system upgrades and maintenance tasks, including installation and configuration of Windows and/or RedHat Linux operating systems, administration of user accounts, and maintenance of system security posture.
* System performance tuning, data recovery, etc.
* Report to senior level system administrators and perform various support tasks as needed.
* Install and upgrade applications as needed
* Run and evaluate Security Scans, STIG compliance and other security reports and respond accordingly.
* Installing and upgrading system software and supporting operating system configuration in support of application and database software
* Creating, maintaining, and restoring system backups.
* Providing technical input for policies and procedures, and maintaining accurate documentation on those policies/procedures.
* Adhering to Change/Configuration Management procedures and policies.
* Research and investigate problems, diagnose and provide resolution or viable solutions for hardware and software issues; appropriately escalating and reporting recommendations clearly and effectively to management and team.

**Required Education:**

* Currently enrolled in an accredited Computer Science, IT Engineering or related degree program
* Security + Certification or ability to obtain within 90 days of start date

**Required Knowledge, Skills and Abilities:**

* Ability to work well in a team environment, promote customer service and handle complex technical issues
* Ability to work independently with minimal supervision
* Strong computer skills, including Microsoft office products
* Knowledge of Windows and/or Linux OS
* Must be flexible, intuitive and self-motivated
* US Citizenship and ability to obtain a NACI background check required

## Supervisor

Project Manager

Please apply online to the following link:

<https://urldefense.proofpoint.com/v2/url?u=https-3A__careers-2Daceinfo.icims.com_jobs_2893_jr.-2Dsystems-2Dadministrator-2Dco-2Dop_job&d=CwIFAg&c=0NKfg44GVknAU-XkWXjNxQ&r=Vu1qto4DVuy2y5Ia5lri4lS9MgtyXkmPPHbHTUmsv-I&m=EtWho3z1yVnm2_sgQP_wmVqn5FJr7Yst1Bn-8dDvyqg&s=qy6vTcBXTxOlstQi1RGW1lj9zzIjPH59kWxeSBfVtEE&e>=