Systems Support Intern

Dwellworks is an industry leader in Global Mobility and Relocation. We are currently seeking a Systems Support intern for the Summer of 2023. This individual would assist in both daily IT support duties, as well as special projects. They would also provide on-site training on hardware and software systems as defined by IT standard operating procedures.

The Dwellworks experience is driven with passion, hard work and integrity. We search for the team players, the go-getters, and the innovators who are hungry to learn. Best of all, we promote a relaxed, casual environment where associates can explore and engage in extensive opportunities such as our associate led committees for engagement. Here at Dwellworks, we want you to succeed, we want you to grow, and we want you to thrive!

You'll be working closely with experts and mentors who are invested in your success. An internship is, at its core, a learning experience – and Dwellworks is filled with committed teachers.

We were all interns at some point, and we don't expect you to know everything – but if you've got familiarity with any of the following, we'd sure love to meet you sooner than later:

- Username/Passwords Creation and Reset

- O365/SharePoint/OneDrive Support

- Hardware Support

- Asset Inventory

Apart from the technical stuff, great soft skills will set you up for success at Dwellworks. We love people who love people, and strong communicators tend to thrive here. Our HQ is in Downtown Cleveland, less than a block from the Playhouse Square chandelier. We're a hybrid workplace, and you should expect to be onsite a few days per week (with your other workdays being remote).