

City of Los Angeles Department of Recreation and Parks  
**EXPO CENTER**  
ADMINISTRATIVE INTERN JOB DESCRIPTION

The following are the requirements, abilities and duties for Administrative Intern at EXPO Center.

**REQUIREMENTS/ABILITIES**

- Must be at least a college sophomore
- Available to work 10-20 hours per week (some weekends and evenings required)
- Read and understand technical material (software)
- Must have general knowledge to install and troubleshoot hardware and software systems for both **Mac** and Dell computers
- General knowledge of video and music equipment for video/music studio (Mac computers)
- Access databases to generate reports
- Excellent writing, computer and research skills
- Ability to work independently with minimal supervision
- Valid California Driver License

**DUTIES**

- Serve as the administrator of all EXPO Center computers
- Work with Systems Division when called upon
- Maintain Mac computers (i.e. desktops and laptops) Video/Music Studio and BTOP Lab (equipment repairs and replacement, software updates, security codes, etc.)
- Troubleshoot computer related problems as necessary
- Maintain membership database and troubleshoot RecTrac system
- Monitor and troubleshoot security camera software as needed
- Maintain inventory of all computer/video equipment
- Create and maintain work log to include status of ongoing assignments
- Create monthly, quarterly & annual reports to include surveys on membership and registration statistics (for grant reporting)
- Design and administer surveys (Google docs)

Proficiency in the following software, hardware and apps are required: Adobe Creative Suite Master Collection (Photoshop, Illustrator, InDesign, Premiere, After Effects, Adobe Acrobat Pro, Sculpttris, iMovie, MIT App Inventor, Audrino, GameMaker, Amimatron

**Work Location:** EXPO Center, 3980 Bill Robertson Lane, Los Angeles, CA 90037

**Send Resume via Email To:** Trish Delgado  
EXPO Center  
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