**High school summer intern: Information Technology**

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| Program  **Youth Employment Project** | | |
| Position Title  **I.T. Program Intern** | | |
| Reports to:  **P.O.C at the Business** | | |
| Job Description Number | Pay Grade | Revision Date |

**SUMMARY:** An Information Technology Summer Intern is a student employee that assists the Help Desk Team provide quality technology support under the direct supervision of the Lead Computer Technician. Student Interns are exposed to technologies and tasks that prepare their technology skills and work habits for future IT careers.

**ESSENTIAL FUNCTIONS:**

* Provide user support which requires troubleshooting and providing technical guidance to company staff as needed
* Assist with the deployment of new equipment.
* Assist with software installs.
* Assist in collecting information for the equipment inventory.
* Assist with regular housekeeping procedures including but not limited to: data backup, software updates, hardware maintenance etc.
* Any other duties assigned by leadership.

**KNOWLEDGE AND SKILLS:**

***Demonstrated Knowledge of:***

Operating a personal computer utilizing standard software such as Microsoft Office and Google.

Basic I.T. procedures.

***Skilled in:***

Working independently or under the guidance of the supervisor.

Attention to detail, organizational skills, and the ability to problem solve.

**MINIMUM QUALIFICATIONS:**

Must be actively enrolled in high school and be at least 16 years of age at the time of employment.

**LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Driver’s license is preferred by not required

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work may be performed in a standard office environment or in the field. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

***APPROVALS***

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Employee Signature Date

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Immediate Supervisor Signature Date

***HUMAN RESOURCES DEPARTMENT***

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Human Resources Signature Date