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# Example of IT Intern Job Description

Our company is looking to fill the role of IT intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for IT intern

* Training development – develop training materials in Adobe Captivate, PowerPoint and ServiceNow
* Familiar with server hardware, software installation and maintenance, in coordination with Corporate IT
* Familiar with network implementation and maintenance, in coordination with Corporate IT
* Provide administrative support by preparing reports, monitoring email and tickets, Maintain files for network documentation, inventory, and topology as directed by the team
* Order supplies, parts, replacement equipment, cables
* Coordinate special network projects, , proof of concept, lab setup and testing, user facing training
* Troubleshoot network related trouble tickets alongside FTE’s until a resolution is obtained
* Physically installing network equipment, running cables, moving equipment, labeling devices/cables
* O Data Migration from 9.1 to 10.1 production environments
* Logging, troubleshooting, and resolving help desk tickets

## Qualifications for IT intern

* The ideal candidate will be an important contributor to the team and therefore the responsibilities need to be adhered to
* Administrative procedures, research techniques, organizational planning, financial issues, problem identification and problem solving techniques
* Comprehending and anticipating issues and problems which could impact on the assigned project
* Understanding the functions and structure of IT and the organization assigned in order to complete assigned responsibilities
* Ability to apply sound techniques of administrative analysis, organizational planning, program evaluation and problem solving
* Ability to accept feedback regarding assigned projects