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# Example of IT Intern Job Description

Our innovative and growing company is searching for experienced candidates for the position of IT intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for IT intern

* Compiling a list of active vendors for the entire department’s purchasing and support needs
* Monitoring the life cycle of help desk tickets in order to keep it at or below SLA, identifying unused or underutilized hardware for either replacement or retirement, and removing/adding IT resources where possible
* Ensuring that there is a definitive standard for any and all DC computer hardware (PC, laptop, printer, RF)
* Interns are our future IT professionals
* Provide engineering design and support of our Cisco TCP/IP network Environment
* Lead, Manage, and Participate in project implementation of TCP/IP, LAN, WAN and other networking projects
* Provide effective engineering by demonstrating ownership and accountability for all assigned tasks and projects
* Partner with Infrastructure Leads, and third party service providers in the conception, evaluation, piloting, engineering and operational delivery of solutions for the organization
* Define, document and adhere to technical and operational standards
* Maintain detailed technical documentation

## Qualifications for IT intern

* Any combination of education and or experience within IT field or related courses
* Must be currently enrolled in accredited undergraduate or graduate program/ university
* Working knowledge of computer hardware, software and network operations and capabilities
* Ability to detect, analyze and resolve computer hardware, software and network problems in a timely manner
* Ability to provide clear and useful instruction and training
* Must have an understanding of other IT disciplines, (i.e., Telecom, Datacom, Messaging, Server operations)