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# Example of IT Intern Job Description

Our company is growing rapidly and is looking for an IT intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT intern

* Strive for best in class teamwork by regularly stretching and consistently measuring execution to a high-bar
* Provide input and participate in strategic planning sessions
* Provide forward thinking and be agile in adopting new technologies to meet evolving business requirements
* Provide basic troubleshooting of personal computers which include basic hardware and software diagnostics, networking and identifying problems with VPN, virus, spam and “cookies”
* Assist with various IT projects including ERP system, BI and eCommerce
* Conduct PC Audit and Inventory of all products & services
* Under regular close supervision, individual performs all assigned work and reports issues as needed for escalation
* Performs routine troubleshooting and maintenance of computers, printers
* Participates in assigned special projects as per defined requirements and goals
* Maintain the security and integrity of networks, systems, and data

## Qualifications for IT intern

* You will interact primarily with your direct line manager, local IT Team and the International IT team
* Fully matriculated student with concentration in Information Systems, Computer Science or Mathematics
* Junior, Senior, or Graduate student in a Business or Technical related program
* Basic experience with computers/networking preferred
* Positive outlook and willingness to learn/take direction
* Ongoing university studies or fresh graduate in IT, Engineering or Business Information Systems