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# Example of IT Intern Job Description

Our company is growing rapidly and is looking to fill the role of IT intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for IT intern

* Maintains strict confidentiality of all data and repositories
* Adhere to Good Laboratory Practices, EPA, FDA, FISMA, and other regulatory requirements
* Focus on supporting users primarily in our east coast offices
* Configure and setup new computers
* Assist in maintaining active directory user account information
* Maintain Computer Supply inventory
* Assist with various IT projects
* IT administrative and documentation
* DC Audits
* Service Desk duties

## Qualifications for IT intern

* Work authorization to be employed in Hungary and the EU
* Proven passion for IT technologies or trends beyond your university studies
* Confident written and verbal English skills
* Candidates must be able to learn new things quickly, need minimal direction, and handle multiple tasks simultaneously
* BA/BS in computer science, engineering, or related field or equivalent
* Significant experience with Cisco Nexus, Cisco Fabric Path, Cisco ASA platforms, LANs, WANs, firewalls, internetworking, data communications, and private MPLS networks