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# Example of IT Intern Job Description

Our innovative and growing company is hiring 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

* Prepare internal customer communication materials (monthly IT newsletter, IT relevant information posters )
* Map BI IT processes for internal purposes and communications
* Project management support for ongoing IT Projects (status report preparation, testing)
* PC projects
* Assist with third party vendor classes, such as registration, scheduling, and communications
* Create/edit a kiosk presentation on a weekly basis
* Provide administrative assistance with electronic filing of training documentation and communications using SharePoint
* Providing technical support to employees by troubleshooting and resolving hardware, software and networking problems
* Monitoring and administration of the network and its various applications to ensure systems reliability, availability and security
* Assist with new hire processing (account requests, verification, equipment configuration and setup)

## Qualifications for IT intern

* Excellent verbal and written communication skills – English and any other major European language
* Sound understanding of technology and its application to achieve business objectives
* Must be currently enrolled in a Bachelor degree program applicable to Information Technology, CIS, or Computer Science
* Rising Junior or Senior pursuing a Bachelor degree in Computer Science, Math or Engineering
* Basic understanding of personal computer hardware and software programs
* Minimum of 1 year towards a Technical Degree or 2 years towards BS in IT