



Example of Information Technology Internship Job Description

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Our innovative and growing company is searching for experienced candidates for the position of information technology internship. 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 information technology internship

- Following up on and communicating solutions of open issues to users
- Thoroughly document processes with technical and non-technical audiences in mind
- Perform tasks related to systems configuration documentation and inventory of systems
- Build & configure servers (Windows, AIX, Linux), identifies/communicates potential risks
- Install, configure & administer different web application server technology platforms (WebSphere, Tomcat)
- Willing to learn systems architectures and the interactions between these systems for the purpose of troubleshooting and isolating communications problems, and for configurations
- Share status updates with team members verbally and in writing
- Maintain and respond to requests from the corporate ticketing system
- Manages moves / changes for all local hardware including PCs, Macs, phones, mobile devices and printers
- Installing peripherals and software / apps securing corporate data while providing ease of use and performance for the end user

Qualifications for information technology internship

- The successful candidate will gain good hands-on experience on day to day management of a medium sized office LAN environment with enhanced security policies and procedures
- Learning different aspects of knowledge management and women's economic empowerment/political participation in an international environment
- Good knowledge of installation of hardware and software in a network environment
- Good knowledge of windows operating systems and network essentials
- Good knowledge of email communication systems
- Students must be a rising Senior