



*We are seeking an energetic, responsible intern with a passion for technology to join our team.*

### Job Title

IT Intern

### Job Type

Part-time, paid internship  
Flexible hours based on class schedule  
Dallas-based office position  
Reports to the Senior IT Manager

### Start Date

October 2022

### Job Summary

- Participate in IT Meetings and daily briefings
- Become familiar with the network topology, company policies, and production software and systems
- Assists Senior IT Manager with daily routines and other special projects:
  - Ongoing maintenance of inventory
  - Basic IT troubleshooting
  - Setup, configure, deploy, and document new/used end-user systems
- Design and implementation of client and server systems
- Documentation of daily procedures
- Ensure compliance to quality control and security SOPs
- Other projects, as needed

# IT INTERN

### Qualifications

- Working experience with Microsoft Office Suite of software:
  - Outlook, Outlook Web app
  - Word, Excel, Power Point, etc.
  - Teams
- Working experience with Windows 10 & 11 Pro Operating Systems
- Knowledge of DNS, DHCP, TCP/IP, AD
- Basic computer networking
- Basic network printing and printer troubleshooting
- Advanced computer and laptop troubleshooting
- Experience with Windows 2012, 2016, 2019 Server preferred, but not required
- Experience with Microsoft Office365 administration preferred, but not required.
- Communication skills that bridge the gap between the technical and non-technical

### Skills for Success

- Excellent multi-tasking, organization, and timeline management skills
- Works well in a fast-paced environment under tight deadlines
- Strong interpersonal and communication skills
- Works well in a collaborative, team environment, but also independently
- Takes initiative and is a self-starter
- Resourceful and imaginative
- Flexibility, patience, and persistence