

Information Technology (IT) Intern

INCUMBENT: Vacant
REPORTS TO: IT Operations Manager
LOCATION: Bowling Green, KY
STATUS: Part-Time, Hourly, Temporary
DATE: TBD



DESCRIPTION

The IT Intern provides technical and administrative support for the National Corvette Museum's (NCM) systems and infrastructure: desktop, telecommunication, and network systems. This position assists with the installation, modification, and repair to personal computer hardware and software systems, and provides technical support and advice to internal users.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Build and set up new laptop and desktop computers based on specifications to the position for which it is intended.
- Assist in installation, upgrades, and documentation of workstations and devices on the internal network.
- Install new software applications or hardware, coordinating with other team members when necessary.
- Provide onsite system support relating to software and hardware needs reported by internal users.
- Maintain records and documentation regarding NCM's technology assets.
- Assist with setup and support of telecommunications systems including desktop phones, software-based phones, and wireless/handheld devices.
- Research and support other systems as required, such as internal audio/visual devices.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Must be pursuing a college degree in information technology, computer information systems, or related field.

QUALIFICATIONS

- Must be dependable, well-organized, and self-directed at times with an ability to identify and resolve problems.
- Strong interpersonal and communication skills (written and verbal) to effectively communicate technical topics to a non-technical audience.
- Ability to troubleshoot and problem solve logically and efficiently.
- Possess strong knowledge of Windows desktop, SharePoint, and Server operating systems.
- Ability to multi-task and function in a team environment.
- Openness to continuing learning and upgrading of skills.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to work at a desk for one or more hours at a time.
- Ability to lift and carry up to 50lbs.
- Must have sufficient mobility to move around the NCM campus and the community.