**Information Technology Intern- Part Time**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

**This is an INTERNSHIP position and applicants must be in an approved INTERNSHIP program with a college/university.**

**This is a paid internship, unless prohibited by college/university internship policy.**The **Information Technology INTERN** will be responsible to independently answer trouble calls with residents and employees and provide IT support to office operations, including some or all of the following tasks:

* Imaging PCs
* Data Destruction
* Workstation Installation / Replacement
* Supply Inventory
* MS Office Instruction
* Network Cabling
* IT troubleshooting and answering IT questions
* Trouble Ticket resolution
* Uploading documentation to server based and web platforms
* Data entry and server based storage documentation maintenance

**RESPONSIBILITIES**

* Independently answers trouble calls with residents and employees and provides IT support to office operations
* Learns about key IT business operations

**QUALIFICATIONS**

* Experience/Ability to educate residents and employees of varying proficiency levels on systems and equipment, presenting ideas in user friendly language
* Demonstrated strong customer service orientation, especially in serving elder population
* Highly self motivated and directed and able to effectively prioritize and execute tasks
* Able to commit to 5-10 hrs/wk
* Coursework in Information Services, Web Development, or associated software coursework
* Must be able to lift and handle large boxes weighing up to 50 lbs
* Must be able to move about large campus to deliver services
* Must be able to install and maintain computer equipment in offices, apartments, and public areas
* Must be able to install and maintain equipment in small server room
* Excellent communication skills and the ability to mediate resident concerns
* Organized and detail oriented
* Upbeat and engaging
* Experience in Microsoft Computer Applications

**BENEFITS**

* Students will learn about key IT business operations. Depending on interest and ability, some students may be able to develop independent projects that support our mission.
* Interns are not eligible for benefits
* Paid Internship