



## **INTERNSHIP DESCRIPTION**

**POSITION TITLE:** Information Technology Intern

**DEPARTMENT:** Information Systems

**REPORTS TO:** Director of Information Technology

**DURATION OF INTERNSHIP:** Spring Semester, Fall Semester and/or Summer

### **SPECIFIC DUTIES:**

End user support, including answering help desk calls and directing calls to proper area of responsibility if unable to resolve caller's issue.

Installation and maintenance of computers, printers, and miscellaneous IS equipment. This would include hardware and software installation, user training and trouble-shooting.

Event support for the Media Center, Food and Beverage, and Retail Departments.

Trouble shooting and resolving computer problems, to include hardware, network, and operating system software.

Management of computer equipment.

### **QUALIFICATIONS:**

High integrity and confidentiality

Strong people skills

Effective communication skills

Freshman, sophomore, or junior college student pursuing a degree in a computer related field.

Reside with-in working range of Speedway, Indiana.

Must be able to lift and carry equipment weighing up to fifty pounds.

### **WORK HOURS:**

8:00am to 5:00pm Monday through Friday. Due to the nature of our business, there would be some extended hours during events, which would include evenings and weekends.