**Sample IT Internship Descriptions**

***Boston PIC Summer Jobs Internship Descriptions***

**INFORMATION TECHNOLOGY**

*Information Systems Intern*

Responsibilities:

* Provide workstation software, hardware and application support and troubleshooting for end user community
* Perform end user software and hardware upgrades and installations. Configure and deploy IT equipment to new hires
* Assist in the maintenance and administration of IT resources, assets and accounts. Create or refresh end user and IT instructional job aids and documentation
* Conduct IT equipment and account inventories and audits
* Respond to end user technology support requests

**GRAPHIC DESIGN**

*Web Graphics Intern*

Responsibilities:

* Maintain current extranets including building additional pages and functionality
* Review existing client branding to design and develop appropriate style sheets and guides
* Design and develop enriching user experience design mockups and site layout in a graphical representation

Create online prototypes/story boards from designs



Our young professionals fill a variety of meaningful roles in companies. We find our most successful interns are placed in these areas: *Helpdesk Support, Desktop Deployment, Data/Quality Assurance, Development Support, and Project Coordinator/Operations Support.* Read below for a job description of each position.

**-Helpdesk Support-**

***Job Description***

* Assist clients over the phone with password and other basic IT related issues on multiple applications. Tasks include verifying identity of client and resetting password through administrator access or escalating tickets to proper support group as needed
* Assist with routing issues received to the appropriate person. Tasks include properly categorizing the issue in ticketing system and assigning to correct support group

***Skills and Knowledge Gained***

* Student gains exposure to an overview of IT and learn more about what areas they have an interest
* Student gains a better understanding of the company as it relates to IT
* Student gains exposure to working in a fast paced professional environment with high expectations and demand for accountability
* Student has the ability to learn and adapt quickly to change in a dynamic environment

**-Device Deployment-**

***Job Description***

* Assist in the support of IT device needs
* Job to include, but not limited to:

- image/re-image computers

- set-up of new PCs and equipment for end users

- assist with client hardware moves throughout the supported facility

- document and manage requests for IT assistance

- simple PC hardware repairs once trained and experienced

***Skills and Knowledge Gained***

* Student gains exposure to an overview of IT and learn more about what areas they have an interest
* Student gains exposure to working in a fast paced professional environment with high expectations and demand for accountability
* Student has the ability to learn and adapt quickly to change in a dynamic environment
* Student will learn IT policies and procedures, including PC deployment, move processes and basic troubleshooting skills

**-Data/Quality Assurance-**

***Job Description***

The intern will be responsible for assisting the department in various activities to support data and/or quality standards. These activities may include the following:

* Assist in writing and running test scripts for various applications
* Monitor and maintain defects for various applications
* Review data for accuracy and completeness and ensure duplicates do not exist
* Use critical thinking skills to determine the appropriateness of the requests, escalate questions or concerns to immediate supervisor
* Work with employees outside of department to ensure understanding of appropriate request procedures and processes. Be responsive to questions
* Coordinate customer/vendor integration and cleansing activities to match company information across systems. Use reports and system inquiries to assist in identifying customer/vendors matches between systems

***Skills and Knowledge Gained***

* Learn impacts of data/quality assurance on enterprise wide systems
* Gain insight around data/quality assurance integration across system platforms
* Improve organizational skills to meet timelines
* Improve general computer skills including keyboarding and desktop shortcuts

**-Development Support-**

***Job Description***

The intern will be responsible for assisting the department in various activities to support websites and/or multiple applications. These activities may include the following:

* Create or modify information in various software applications
* Learn basic programming
* Document and maintain processes
* Ensure that data is correct and escalate as appropriate
* Bring forward new ideas on how to design the application in a more efficient manner

***Skills and Knowledge Gained***

* Introduction to software development
* Learn how to modify websites in a methodical manner
* Importance of Data/Quality Assurance and double checking your work
* Improve organizational skills to meet timelines

**-Project Coordinator/Operations Support-**

***Job Description***

* Compile documents for projects and organize in a consistent fashion
* Run reports as directed and produce output in the manner it is needed (i.e. paper vs electronic)
* Organize tasks for others and assign as appropriate
* Help set up meetings, make copies and take notes at meetings
* Complete documentation as needed and update process flow diagrams
* Modify excel sheets to include additional data or exclude data not needed

***Skills and Knowledge Gained***

* How to approach large tasks and break them down into more manageable tasks
* How to organize you work
* How to gain efficiencies on repetitive tasks
* How to organize data and make it easier for someone else to read

**Information Technology High School Intern**

Source: Union Pacific Careers

**Company:** *Union Pacific* is one of America’s premier transportation and logistics companies, linking 23 states in the western two-thirds of the country andserving many of the fastest-growing U.S. cities. Generations of Americans have built successful careers at Union Pacific and in the process, they’ve helped build a nation – delivering lumber for our homes, food for our tables, energy for our power plants and the countless raw materials and finished goods that supply the American way of life.

**Description**

Are you a high school student interested in pursuing a college degree or career in one of the STEM fields (Science, Technology, Engineering, or Mathematics)? Do you enjoy working with computers and technology in your free time and are interested in finding a job where you can use these skills?

Union Pacific is offering great summer internship opportunities to help you to prepare for your future. We are currently looking for interns at the high school level to work in our IT (Information Technology) department. These positions are designed to help you develop skills essential to the transportation business, and is an ideal opportunity to expand your knowledge outside of the classroom.

The intern experience will give you real-world experiences and enable you to develop your potential and make key contacts for future networking. The internship will help give you access to the variety of career fields available within the Union Pacific IT department. You will receive feedback from the management team regarding your strengths and areas where you have opportunity to further your education. Lastly this experience is a great way to expand your resume. Students must be actively working toward a high school diploma. These positions are located in Omaha, NE. and are a paid positions.

**Accountabilities**

As a High School IT Intern, you will be exposed to multiple areas within the IT department. Internship responsibilities will vary based upon the area of the IT Department you are assigned. The responsibilities may include providing Help Desk Support, assisting software development teams, or supporting the entire department run smoothly.

**Qualifications**

*Required*

* Must be 16 years of age or older.
* Actively working towards a high school diploma.
* Live within 30 miles of the Omaha metro area.
* A 3.0 or higher GPA
* To be considered for the position, along with completing the job application, applicants must submit their most recent high school transcript.

# Technology Internship

Source: [Internships.com](http://www.internships.com/education/Technology-Internship-for-NYC-High-School-Students)

**Description**

We're looking for enthusiastic, energetic, and intelligent High School students who enjoy working with kids to join us as a Interns for 15 weeks of the 2015-16 academic year.   
  
The Pixel Academy High School Internship is not your typical internship experience. It’s much more fun. You will NOT be doing data entry or coffee runs. You WILL be interning in a lively environment with cutting-edge technology and enthusiastic kids.   
  
Interns gain experience working with kids, using cutting-edge technology creatively, and participating as active team members in a growing startup company. Successful Interns are given priority when applying for future Pixel Academy positions.

**Responsibilities**

-Assisting instructors during workshops   
-Introducing kids to our learning space   
-Helping kids with creative projects and tech exploration   
-Performing administrative and logistical duties   
-Producing personal projects or developing and leading skills-based workshops

**Requirements**

Requirements   
High School Internship Applicants must be:   
- Current High School students   
- Local to New York City   
- Interested in learning new technology   
- Fun!   
-Producing personal projects or developing and leading skills-based workshops

**Skills**

**Required -**Creative Thinking, Computer Literacy