

IT Department Intern

Summer 2021

25 hours/week

(unpaid)



JOB DESCRIPTION

The IT Intern will assist IT staff as we maintain our computer systems ensuring that efficiency and user satisfactions are maintained.

QUALIFICATIONS

1. Must be a disciple of Jesus Christ (view and sign Doctrinal Statement).
2. Excellent written, verbal, and organizational skills.
3. Working knowledge of Windows 10 and Office 365
4. Self-starter and independent worker.

OUTLINE

Onboarding / Introductory Tasks

- 1) Attend a New Employee Orientation (NEO) session
- 2) Review the Miracle Hill website and social media platforms
- 3) Discussion of confidentiality issues with the IT department
- 4) Tour Admin offices and one department to learn network setup.

Ongoing Tasks Include

1. Run software repairs on computers
2. Check computer labs to ensure Cybrarian software is working as expected
3. Rewire/cleanup electrical closets
4. Fill in the Blank

PROFESSIONAL SKILLS YOU WILL ATTAIN

1. Introduction to peer to peer and domain networks
2. Hands on experience wiring network rooms
3. How to diagnose and basic repairs of dysfunctional computers
4. How to work confidently as a team member to achieve collective goals
5. Understanding of career opportunities in the non-profit sector
6. Better understanding of the complex systematic and personal issues of homelessness

INTERNSHIP AGREEMENT: I certify that all information I have provided in order to apply for the internship program through Miracle Hill Ministries is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to

immediately discharge me from service, whenever it is discovered. I agree to comply with Miracle Hill policies and procedures and to fulfill my responsibilities as outlined in the internship job description and as required by my college/university. I understand that I am free to resign at any time, with or without prior notice, and Miracle Hill Ministries reserves the same right to terminate my internship at any time, with or without cause and without prior notice. I certify that I have read, fully understand and accept all terms of the Miracle Hill Ministries Internship Agreement.

Intern Signature _____

Miracle Hill Ministries Supervisor Signature _____

Date _____