

## **INFORMATION TECHNOLOGY INTERN - BOCES (High School)**

**DISTINGUISHING FEATURES OF THE CLASS:** An Information Technology Intern (High School) works under the direct supervision of an IT staff member at Broome-Tioga BOCES. Projects carried out are of an in-service training nature designed to introduce experience in the field of Information Technology. Supervision is not a responsibility of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Learns and develops skills in information technology to include networking of computers, system wide back up of data, and storage of data;

Learns and develops skills to communicate with IT professionals;

Learns to and assists staff in performing basic maintenance functions and upgrades;

Learns to and assists in network and hardware troubleshooting;

Learns to and assists in the installation of PC hardware and software;

Learns to and assists in updating user and technical documentation;

Learns to analysis projects and research for solutions;

Learns to inventory equipment;

Learns to diagnose failure to determine whether they are induced by network software or hardware;

Learns to work as a member of a team;

Develops planning, organizational, and time management skills;

Lifts network equipment that may weigh as much as 50 lbs. to place-in, arrange around, or remove from the workplace for set-up, installation, repair, de-installation, or maintenance.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to learn the components, operation, maintenance and repair of information technology hardware and software;

Ability to communicate effectively with people and to secure their cooperation;

Ability to carry out project assignments of a broadly defined nature;

Good judgment;

Ability to get along with others;

Ability to think logically;

Ability to pay attention to detail;

Courtesy;

Initiative;

Reliability.

**MINIMUM QUALIFICATIONS:**

A) Current enrollment in a high school course of study.

**SPECIAL NOTE:** Continued enrollment in high school is required for continued employment under this title.

R1075

3/30/2018