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| **Job title** | *IT Summer Intern* |
| **Department** | *Information Technologies* |
| **Reports to** | *IT Manager* |
| **FLSA Status** | *Non-Exempt* |

**Job purpose**

Provide support to the IT department researching programs, system updates and creating digital listings and training.

**Duties and responsibilities**

* Build digital listings for current obsolete inventory items to sell
* Research and implement a recycle program for outdated PC’s, laptops, and computer peripherals.
* ERP system data update from engineering documentation
* Develop a knowbe4 training curriculum for end user security training

**Qualifications**

* Current High school student
* Strong attention to detail required.
* Ability to commit to a flexible schedule and a prompt arrival for shifts.

**Working conditions**

Usual office working conditions. The noise level in the work environment is typical of most

office environments with telephones, personal interruptions, and background noises.

**Physical requirements**

While performing the duties of this position, the employee is frequently required to sit,

communicate, reach and manipulate objects, tools or controls. Minimum physical exertion.

Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 20

pounds on an occasional basis. Manual dexterity and coordination are required over 75% of the

work period while operating equipment such as computer keyboard, mouse, phone, and similar

machines.