



Sample Internship Job Description

Your Address • City, MI 49855

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SAMPLE INTERNSHIP DESCRIPTION

Position: PC Support Analyst Intern

Location: Marquette, MI

Organization: ABC Company

Compensation: \$9/hour

Department: Information Systems

Number of Openings: 1

Time Requirements: Part time, 15-20 hours/week

Required Major: Computer Science/Information Systems (or related)

GPA Desired: 3.0 or higher

Start Date: 05/15/16 **End Date:** 08/15/16 **Duration:** Spring/Summer Semesters

JOB DESCRIPTION:

- Responds in a timely and courteous manner to information desk calls from end-users with software and hardware questions
- Provides support for office products such as e-mail, electronic calendaring, word processing and spreadsheets
- Performs hardware and software installations
- Performs routine maintenance on PCs and peripherals
- Goes to end-users' desks and provides tutoring for PC applications such as WordPerfect, Word for Windows, Excel, Lotus 1-2-3

QUALIFICATIONS:

- Knowledge of Windows, WordPerfect, Word, Lotus 1-2-3, and CC: mail preferred
- Familiarity with PCs and Macintosh preferred
- Must have own transportation
- Must hold junior or senior status

APPLICATION PROCEDURE:

Please submit a resume and cover letter Handshake.