



## Sisters of Charity of Nazareth Job Description

### **Job Title: Information Technology Intern**

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Department: Information Technology/Campus Service

Reports to: Director of IT

Date: 2020

**Summary/Objective:** 6 to 8 week (flexible) Summer Internship working closely with the Nazareth Campus IT Department Staff. We are seeking an enthusiastic individual with a strong interest in hands on learning. Intern would assist the IT Director and IT staff in the daily operation and maintenance of the information management systems, hardware and software installation, maintenance, support and security for the local area network and wide area network for the Nazareth Campus and provide service and support to business employees and residents.

#### **Qualifications:**

- Must be 18 years of age
- Actively pursuing or interested in Computer Information Technology

#### **Skills:**

- Interest in Microsoft Server 2019 administration – including Hyper-V and Active Directory
- Interest in Cisco routing, switching, and unified communications
- Desire to learn about enterprise wireless networks, and firewall administration
- Strong sense of responsibility and confidentiality
- Ability to take direction and constructive criticism
- Ability to prioritize and multi-task

#### **Provided by Organization:**

- Housing (if desired)
- One meal daily in dining hall
- \$75 weekly stipend

Send Resume and cover letter describing your interest in this position by April 30th to Ellen Sprigg, Associate Director of Lay Mission Volunteer Program, P.O. Box 9, Nazareth, KY 40048, email: [esprigg@scnky.org](mailto:esprigg@scnky.org). If any questions, call Ellen at (502) 348-1580.