

WillCounty

Summer Internship Program

Organization Name	Trinity Services
Industry	Non-Profit/Social Service
Internship Title	IT Department Intern
Hours per Week	Up to 35
Rate of Pay	Minimum Wage
Start/End Dates	June-August 2024

About Company

Trinity Services, Inc. is a non-profit organization supporting people with disabilities. The IT department maintains the Network infrastructure, hardware, and business software, and phone systems for approximately 1000 employees at many locations.

Position Description

- Deploying new systems (laptops or desktop computer setups)
- Accompanying and assisting staff to install cabling/network equipment at various locations.
- Assisting staff with basic data entry
- Observations of various IT activities
- Assisting with user training(s)
- Preparing decommissioned equipment for recycling
- Organizing, maintenance, cleaning of server room and IT equipment storage areas
- Online research for potential devices/software to solve business problems or improve operations

Knowledge, Skills, Abilities/Interests Desired

A student should have a strong interest in working in the IT field after graduation. High school courses related to IT or basic computer skills are preferred. Business casual dress and professional demeanor are expected. The intern may be asked to present summaries of learning from observations and results of online research to co-workers.

A confidentiality agreement will be required, as this position may involve limited access to sensitive information.

Physical Demand of Position

It will require some lifting of up to 50 pounds, as well as standing, sitting, and bending. Excellent communication skills are needed.

Documents Required

Resume

Cover Letter

Business Contact

Sally Ritchey

Title

Director

Contact Number

(815) 485-6197

E-mail

sritchey@trinityservices.org