

POSITION TITLE: Intern, Information Technology (I.T.)

INTERN NAME:

DATE:

SUPERVISOR:

SENIOR DIRECTOR:

| Position Responsibilities | Experiences/Trainings to Complete | Due Date |
|--|--|-----------------|
| <ul style="list-style-type: none"> - Attend All-Staff Meetings | <ul style="list-style-type: none"> - Develop weekly schedule with I.T. Director - Gain understanding of various department roles and function in the church structure | |
| <ul style="list-style-type: none"> - Support Tickets | <ul style="list-style-type: none"> - Learn the support system and how to best interact with end-users - Gain knowledge of our systems and successfully work tickets with supervision, then alone | |
| <ul style="list-style-type: none"> - Equipment Repair | <ul style="list-style-type: none"> - Learn how to disassemble and repair various equipment pieces like laptops and label printers. | |
| <ul style="list-style-type: none"> - Web and Cloud Hosting | <ul style="list-style-type: none"> - Gain understanding of Linux and Windows hosting environments in both dedicated servers and cloud environments - Learn how to configure and scale systems - Learn how to interact with file structures and storage systems - Learn about security roles and best practices | |
| <ul style="list-style-type: none"> - Equipment Imaging and Deployment | <ul style="list-style-type: none"> - Learn how to go from new-in-box to end-user ready with Mosyle Mobile Device Management (MDM) - Learn how to transfer user data between systems being upgraded | |
| <ul style="list-style-type: none"> - Networking Basics | <ul style="list-style-type: none"> - Learn physical cabling (Cat6E, RJ-45 Terminations, Fiber Optic) - Learn IP Addressing (Class A-C networks, Subnet Masks, Gateways) - Learn what VLANs are and how they work - Learn Ubiquiti UniFi Wireless Network equipment and Network Console | |
| <ul style="list-style-type: none"> - Classroom AVL | <ul style="list-style-type: none"> - Learn basic sound equipment (mics, amps, mixers) - Learn basic video equipment (TVs, AV Mixers, HDMI extensions over ethernet or SDI) - Learn basic lighting equipment (DJ style lighting, classroom stage lighting, lighting controller) | |
| <ul style="list-style-type: none"> - Self Complete a Project | <ul style="list-style-type: none"> - Work with I.T. Director to select from a list of pending projects or to come up with your own - Research what getting the project done with require (cost, time, who involved, impact to ministries, etc. - Put together a 1-3 page proposal of the project outlining the problem, goal, proposed solution, timeline, close, etc. - Once approved, communicate the plan with all involved parties, seek feedback concerns in advance - Execute the plan to completion, working with the affected ministry and any required departments, such as Facilities | |