

## **Minnesota Children's Museum Internship Position Description**

**Position Title:** Information Technology Intern  
**Department:** Finance & Administration  
**Supervisor Title:** IT & Office Operations Manager  
**Classification:** Intern, Temporary, Part-time (10-20 hours per week for 10-12 weeks)

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### **Institutional Mission**

Sparking children's learning through play.

### **Position Summary**

The I.T. Intern will assist and complete projects related to computer systems and network operations.

### **Responsibilities**

- Perform hardware & software upgrades.
- Assist with network needs.
- Research and test software and web applications.
- Use experience and knowledge of computer systems and networks to complete the inventory all of our computers.
- Use photocopier, fax machine, mailing machine, and other standard office equipment as needed to complete assigned projects.
- Keep all areas you work in/get supplies from neat and orderly.
- Communicate supply needs and other relevant information to your assignment supervisor in a timely fashion.
- Other projects and tasks as assigned.

### **Qualifications**

- Interest in working with others in a playful and professional setting devoted to children.
- Familiarity with computer and network systems.
- Previous experience in a professional setting.
- Ability to follow oral instructions and ask for assistance and additional explanation as necessary.
- Ability and willingness to work independently with minimal supervision.

### **Training Provided**

- Volunteer Orientation and Assignment Training
- Training as needed for computer programs and office equipment

### **Knowledge, Skills, and Abilities Required**

1. Knowledge of computer systems and networks
2. Some post-secondary formal education in information technology
3. Skill in organizing materials and information; ability to organize time and work in an effective manner