



## **JOB DESCRIPTION**

### **IT Internship**

**Effective Date:** *June 2025*

This job description is a summary of the job duties and expectations that are essential to the successful evaluation of the job. It is not intended to be complete in detail. Individuals classified on this job are expected to perform all the duties listed and, on occasion, may be required to perform other functions of higher or lower skill level not included in this job description.

**Standard of behavior:** Living and working according to the values of TMS Global.

**Reporting relationship:** IT Independent Contractor

**Classification:** Independent Contractor Classification under the FLSA

**Contract Length:** June 2025-June 2026

With an assessment every 6 months based on the needs of the organization.

**Compensation:** \$14-18/ hour

### **Position summary:**

We are seeking a motivated and enthusiastic IT Intern to join our team 15-20 hrs/wk in an onsite working environment with some remote hours as a possibility. This internship provides an outstanding opportunity to gain practical experience across various aspects of information technology, including hardware, software, development, and security. The ideal candidate is passionate about technology, eager to learn, demonstrates a proactive and supporting approach to assisting, and thrives in a dynamic environment.

### **Major duties and responsibilities:**

- Assist with the installation, configuration, and maintenance of hardware and software systems.
- Provide technical support to employees, troubleshooting hardware and software issues.
- Assist in the setup and maintenance of network infrastructure.
- Help manage and maintain IT inventory.
- Assist in documentation of IT processes and procedures.
- Collaborate with team members on IT projects and initiatives.



**Job knowledge and experience:**

- Basic understanding of computer hardware, software, and networking concepts.
- Strong problem-solving skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Office 365 applications experience including Teams, and SharePoint is a plus.

**Personal requirements:**

The individual must be tactful in personal contact and written correspondence related to the various needs of the staff and those we serve. The individual must enjoy working independently as well as being part of a team.

**Physical requirements:**

- Ability to lift and carry equipment weighing up to 50 pounds.
- Prolonged periods of sitting at a desk and working on a computer.
- Frequent standing, walking, and climbing ladders to access equipment.
- Dexterity to install, configure, and troubleshoot hardware and cabling.
- Good vision to read and analyze data on computer screens and printed materials.

**Benefits:**

- Hands-on experience with current technology.
- Mentorship from experienced IT professionals.
- Opportunities for professional growth and development.
- Flexible work hours.

TMS Global is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status. As a faith-based organization, we are permitted to hire individuals who share our Christian faith and values, in accordance with applicable law. We are committed to creating an inclusive environment that respects and values diversity.

To apply please email your resume and cover letter to Kate Bryant at [hr@tms-global.org](mailto:hr@tms-global.org)



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