

<b>Job Title:</b>	<b>IT Intern</b>
<b>Department:</b>	Fairfax County Land Development Services
<b>Location:</b>	12055 Government Center Parkway, Fairfax, VA 22035
<b>Position Type:</b>	Paid internship-\$13.00/hour
<b>Contact:</b>	Delali Osei-Boateng <a href="mailto:Delali.OseiBoateng@fairfaxcounty.gov">Delali.OseiBoateng@fairfaxcounty.gov</a>
<b>More Information</b>	<a href="http://www.fairfaxcounty.gov/landdevelopment">www.fairfaxcounty.gov/landdevelopment</a>
<b>Applications Accepted By:</b>	
<b>E-mail:</b> <a href="mailto:Delali.OseiBoateng@fairfaxcounty.gov">Delali.OseiBoateng@fairfaxcounty.gov</a>	
<b>Subject Line:</b> IT Intern	
<b>Job Description</b>	
<p>The IT Intern will assist the IT Services branch (within the Department of Land Development Services) with a variety of day-to-day projects, including providing direct technical assistance and support to staff for network, hardware, and software issues.</p> <p><b>Job Duties:</b></p> <ul style="list-style-type: none"> <li>• Troubleshoot, repair, configure, and install software and hardware</li> <li>• Assist with end-user support and educate employees about computer issues</li> <li>• Respond to user requests for service and problems by answering calls, logging the issues, and assigning staff based on the request</li> <li>• Coordinate with Dell Support for repairing hardware failures</li> <li>• Image County computers</li> <li>• Conduct physical inventory of IT equipment</li> <li>• Move, replace, and install IT equipment, as necessary</li> <li>• Document all work performed into the Enterprise Service Management Platform</li> </ul> <p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Coursework in information technology, computer science, computer engineering, or related fields</li> <li>• Knowledge/experience with Microsoft Windows 10 and Microsoft Office 2016/365 suite</li> <li>• Excellent communication and organizational skills</li> <li>• Must be able to work in a collaborative team environment</li> </ul>	



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For information, call Delali Osei-Boateng at 703-704-6419 or TTY Relay 711.