



## INTERN JOB DESCRIPTION

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**JOB TITLE:** Technology Infrastructure Engineer Intern

**DEPARTMENT:** Technology Architecture

**LOCATION:** New York Metro

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### I. JOB DESCRIPTION (Purpose & Core Responsibilities)

#### **Purpose**

The Intern will work with members of Technology Architecture and the Enterprise Infrastructure Services group to design and build a technology lab service in a hybrid-cloud model.

#### **Responsibilities**

- Coordination of meetings with various parties in IS&T
- Documentation of meeting minutes and tracking of action items
- Build presentations and diagrams to present to engineers and end-users
- Hands-on work in developing self-service portal, resource templates, policies, etc.

#### **Qualifications:**

- Effective verbal and written communication skills required
- Knowledge of information technology and interest in technology architecture & engineering
- Familiar with the Microsoft Office suite as well as Visio or other diagramming tools
- Familiarity with Operating Systems and common scripting languages
- Capable of working with minimal supervision
- A motivated self-starter