



Klamath County Information Technology Intern Klamath County IT Department-Support Staff Intern

Klamath County is a government agency that consists of 26 departments that have multiple locations throughout a 6,000 square mile area. Klamath County IT helps support the mission and overall operations of the departments and the goals for the County government.

Internship Summary:

Assist the IT support staff with basic tasks, from software/hardware support and office tasks. Intern must be willing to assist in various roles and will gain hands on experience on the maintenance and deployment of assets throughout the County.

Primary responsibilities:

- Installing software and software repair
- DOD wipe equipment and get items ready for auction
- Computer support with various software programs
- Projects assigned by the IT department
- Basic office functions

Areas of learning opportunities:

- A wide array of software and IT functions to support the IT Department
- Multi-tasking and working in a team oriented environment
- General functions of a medium sized government or large organization

Desired Skills/Qualifications:

- Excellent interpersonal skills
- Ability to work quickly and efficiently
- Work well with others
- Excellent communication skills
- Ability to multi-task
- Typing and word processing skills
- Problem solving
- Self-motivated
- Dependable
- Detail-oriented
- Fast learner

Expected hours:

- 25-30 hours/week

Student can expect:

- Be prepared to learn!
- Experience in a hands-on work environment
- To gain experience working as a member of a team