



Job Description

Montgomery Independent School District

Job Title: Technology Summer Intern
Reports to: Manager of Desktop Support
Dept./School: Technology Department

Exemption Status/Test: Nonexempt
Date Revised: April 2025

General Job Description:

This position includes replacing and or moving equipment, solving connectivity or configuration issues, imaging computers, replacing components, conducting inventories, and/or other task as directed.

The position is physically demanding requiring the ability to bend, lift, crouch, kneel, reach and walk to perform the essential functions. The person who fills this position must be able to work independently, be intrinsically motivated, procedurally disciplined in the face of peer pressure, highly organized, and detail oriented while focusing on the needs of our customers.

Qualifications:

Special Qualifications

- Must be able to work forty 40 hours.
- Interns must have a valid Texas Driver's License and reliable transportation

Special Knowledge/Skills

- Demonstrate the ability to work with end-user technical support issues in a responsive, helpful, courteous, and tactful manner leading to a timely and appropriate problem resolution or escalation
- Demonstrate knowledge and experience with basic applications including word processing and spreadsheets
- Demonstrate the ability to work with confidential and time sensitive matters
- General knowledge of Windows 10 operating systems is strongly preferred
- Demonstrate an ability to troubleshoot desktop application is required after initial training
- Basic understanding of network protocols is required after initial training
- Strong written, verbal and interpersonal communication skills are required
- Ability to work independently and meet deadlines is required
- Strong problem solving skills with the ability to quickly and accurately troubleshoot issues of all types is required
- Must have reliable transportation to travel between facilities daily (mileage reimbursement program)
- Ability to meet the physical demands of this position, which includes but not limited to long periods of standing, climbing, bending, kneeling, and squatting.
- Must have the ability to physically lift 50lb of varying size technology equipment repeatedly throughout the day

Supervisory Responsibilities: None

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID# _____ Campus _____

Signature _____ Date _____