

Information Technology | Internships

Overview

The Carter Center Information Technology department is responsible for supporting organizational missions by providing secure and effective technology platforms. The IT intern will work closely with the IT security program to support the Center's overall mission. The focus of their projects will be security auditing and documentation to assist the infrastructure and security team. Academic background or interest in IT security is beneficial.

IT interns work with programs to gather, clean, organize, and prepare data for analysis, helping the Center reach data visualization goals with new technologies.

Number of Interns per Semester: 1

Applicant Preferences:

- Hardware and software technical support skills including providing support for a range of software and hardware including but not limited to Windows, printing issues, and Microsoft Teams
- Strong communication and problem-solving skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Proficiency with Microsoft Office Suite
- Experience in customer facing positions
- Experience using a ticketing system is a plus

Typical Projects:

- Assisting in streamlining inventory management process
- Support and training for new and existing software
- Support other departments within IT on projects that overlap with User Support
- Work on documenting common processes and policies within the IT Support team