



JOB DESCRIPTION

Job Title:	IT Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Department:	IT	Reports To:	Viraaj Patel
Location:	Madison, OH	Job Grade:	
Date Created:	3/21/2025	Revision Date:	

JOB SUMMARY

We are seeking a motivated and tech-savvy High School IT Intern to join our dynamic IT team. This internship offers a unique opportunity to gain hands-on experience in various aspects of information technology, including hardware and software support, network management, and cybersecurity.

ESSENTIAL FUNCTIONS

- Assist with troubleshooting and resolving technical issues for staff.
- Support the installation, configuration, and maintenance of computer hardware and software.
- Help manage and monitor network systems to ensure optimal performance.
- Participate in IT projects, including system upgrades and new technology implementations.
- Provide excellent customer service and technical support to end-users.

QUALIFICATIONS

- Currently enrolled in high school with a strong interest in IT.
- Basic knowledge of computer systems, networks, and software applications.
- Strong problem-solving skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Eagerness to learn and adapt to new technologies.

BENEFITS

- Gain practical experience in a professional IT environment.
- Mentorship from experienced IT professionals.
- Opportunity to develop technical skills and knowledge.
- Flexible hours to accommodate school schedules.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Ability to work in a manufacturing environment that may involve standing, walking, and lifting.
- Occasional travel may be required.

Author: Steve Brenneman	Effective Date:	Document #:	Revision Date:	Revision:	Shareholder Approval: Stephen Allen	Page 1 of 2
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Intern Printed Name: _____

Intern Signature: _____ Date: _____

The information in this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Conditions may require the Company to modify this job description and the Company reserves the right to exercise its discretion to make such changes. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

GL Power is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, protected veteran status or any other class protected under State or Federal law.