

# FRANCIS TUTTLE

## Intern Job Description

**Job Title:** Information Technology Services Intern

**Date:** October 3, 2025

**Department:** Information Technology Services  
(IT Services)

**Prepared By:** Ken Thomas

**Reports Directly To:** IT Services Help-Desk Coordinator

**Position Closing Date:** Position open until filled  
(filling two seasonal positions)

**Hourly Wage:** \$10.00 Per Hour

☐ Exempt

☐ Certified

☒ Non-Exempt

☐ Grant Funded

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**Primary Function of Position:** This internship provides hands-on experience in a wide range of IT support functions, including troubleshooting, device setup, system maintenance, and customer service. Interns will work alongside experienced ITS staff, gaining practical skills in technology support, security best practices, and process documentation. This role is designed to build foundational IT knowledge while contributing to the success of Francis Tuttle's technology services team.

*Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.*

### Essential Job Functions:

#### Tech Support & Troubleshooting

- Help with hardware, software, and network issues.
- Assist customers in person or remotely.
- Learn troubleshooting by shadowing ITS staff.

#### Devices & Systems

- Set up, update, and maintain computers and software.
- Run backups, antivirus scans, and keep inventories accurate.
- Image new devices and add Apple/Windows devices to systems.

#### Hardware, AV & Quick Response

- Assist with cables, hardware setup, and minor repairs.
- Help with AV setup for meetings and classrooms.
- Handle quick tech tasks like replacing UPS units, mice, or keyboards.

#### Warehouse & Inventory

- Organize new and old equipment; manage trash and cardboard.
- Prepare surplus equipment and coordinate pickups with Finance.
- Tag, label, and stage equipment for deployment.

#### Supervised Tasks

- Assist with hardware/software deployments and office/classroom moves.
- Provide backup Helpdesk support under guidance.
- Support Network & Infrastructure staff with supervised tasks.
- Other duties as assigned

## **Knowledge, Skills, and Abilities:**

- ***Must be a current Francis Tuttle student***
- Must be 16 years of age or older.
- Capability to troubleshoot and resolve technical issues related to hardware, software, and networking
- Strong communication skills and the ability to collaborate effectively in a team environment.
- Proficiency in managing multiple tasks and projects concurrently.
- Eagerness to learn and adapt to new technologies and processes.

**Working Conditions:** Long periods of standing, ability to lift 25 - 40lbs. frequently, 50 lbs. with lift assistance. Frequent walking, stooping, bending, kneeling. Manual dexterity required. Low-level machine noise is encountered daily. Concentrated visual effort is required. No driving between campuses. Will ride with team members of the IT Services department to other campuses. Occasional evening or weekend may be required. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

## **Organizational Relationship:**

Seasonal, personnel position reports directly to IT Services-Help Desk Coordinator.

**Contract Details:** This is a seasonal contract for the school year (August-May). Working days and hours are Monday through Friday, based around student's class schedule. Hours may vary. This position is not benefit eligible. The number of hours and longevity of employment for this position is determined based on the current needs of the district.

## **Contact:**

Human Resources  
12777 N. Rockwell Avenue  
Oklahoma City, Oklahoma 73142  
(405) 717-4625

Only persons of interest will be contacted.

***Position open until filled.***

## **Disclaimer:**

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

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