

## **Systems Administration Internship**

*Administration - Information Systems*

**Compensation:** \$2,000.00

**Application deadline:** November 26, 2023

The Mississippi Department of Archives and History (MDAH) is seeking a technology-focused student to serve as a *Systems Administration Intern* within the information systems section. The intern will assist information technology staff with the administration of a variety of systems and end-user support. In addition, this position will provide support for museum exhibits and audio and video assistance for events at the Two Mississippi Museums. The internship offers real-world exposure to many aspects of information technology and an opportunity to explore and gain insight into state government functions as they relate to information technology.

### **Primary Responsibilities:**

- Configure and install hardware and software
- Set up accounts and workstations
- Support end users
- Provide audio and video assistance during museum events
- Troubleshoot technical issues with museum exhibits
- Present a summary of your internship at the end of the semester

### **Requirements:**

- The dedication to troubleshoot technical issues from beginning to end
- An aptitude for learning new technical skills
- Courteous with a desire to help people
- Familiarity with Windows and Office 365
- Strong oral communication skills
- Must be able to lift up to 40 pounds
- Current enrollment in an Information Technology-related program

### **Time Commitment:**

140 hours required. Hours are flexible, Mondays through Saturdays, between 8:00 a.m. and 5:00 p.m., with occasional evenings and weekends required. The schedule will be determined based on availability and agreements between the intern and MDAH staff.

### **How to Apply:**

- Please submit an online application through the [MDAH website](#) by November 26, 2023.
- Email a resume, cover letter, and any additional documentation to [mdahinternships@mdah.ms.gov](mailto:mdahinternships@mdah.ms.gov).
  - Note: Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or [eblackledge@mdah.ms.gov](mailto:eblackledge@mdah.ms.gov).