Jefferson County Commission Internship Job Description and Job Announcement Material

Job Title: Summer 2026 Intern – Jefferson County
Close Date: March 8, 2026

SUMMARY AND JOB DESCRIPTION:

Internship Title: Information Technology Services (ITS) Intern

Overview:
Jefferson County Commission is seeking a motivated **Information Technology Systems Intern** to assist with special projects, data analysis, and daily operations across multiple areas of the Information Technology Services (ITS) Department. This internship is ideal for undergraduate students majoring in **Computer Science** or related fields who want to gain practical, hands-on IT experience in a government setting.

Key Responsibilities

- **Support special projects** within the ITS Department to improve services and efficiency.

- Perform **data analysis and reporting** to support decision-making and project tracking.

- **Assist with day-to-day operations**, including IT support, documentation, and system monitoring.

- Gain exposure to **multiple ITS functions**, such as infrastructure, networking, application development, and cybersecurity.

Qualifications

- Currently enrolled in an **undergraduate program in Computer Science** or a closely related discipline.

- Basic knowledge of data analysis, databases, or IT systems.

- Strong problem-solving, communication, and teamwork skills.

- Ability to handle confidential information responsibly.

Benefits

- Hands-on experience in a **government IT environment** across diverse technological areas.

- Opportunity to develop technical, analytical, and project management skills.

- Mentorship from experienced ITS professionals and exposure to public sector technology projects.

Compensation

- Undergraduate: $17.90 Hourly
- Graduate: $23.87 Hourly

Note:

These positions are part time in nature and not to exceed 32 hours per week and not benefit eligible.