



# The City of Leesburg Internship Program

The City of Leesburg's Information Technology Department is looking to provide internship opportunities to undergraduate and graduate students with interest in pursuing careers in the field of Computer Science, Computer Networking, or related field.

The purpose of the program is to expose students to a variety of governmental issues, operations and concerns, and give them the opportunity to gain worthwhile work experience.

Internships may be paid or unpaid work (volunteer) relating to a student's academic major or career interests, and are typically one semester in length. Part-time or full-time involvement can be experienced during the fall, spring, or summer semesters.

## **Nature of Work:**

The class is responsible for serving customers, answering phones, data entry, special projects, and other office tasks.

## **Essential Job Functions:**

- Basic help desk operations utilizing ITIL principles
- Image devices for deployment utilizing SCCM and other deployment tools as required
- Onboarding employees utilizing Active Directory to set up access and security
- Mobile Device Management utilizing Maas 360
- Troubleshooting software and hardware issues
- Performs other duties for the department as required

## **Intern Information**

Interested candidates should contact the City of Leesburg Human Resources Department for applications and/or additional information. Each candidate must submit an application, resume, professor's letter of recommendation, current academic transcript and verification of enrollment. **The application and required documents must be submitted by May 12, 2023.**

Information should be mailed to:

City of Leesburg  
Attn: Human Resources Department  
P.O. Box 490630  
Leesburg, FL 34749-0630  
Email: [city.employment@leesburgflorida.gov](mailto:city.employment@leesburgflorida.gov)

## **Contact Information**

For additional information regarding the City of Leesburg Internship Program, contact the Human Resources Department at (352) 728-9740. Applications and resumes may also be faxed to (352) 326-6616.