



# VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

## Human Resources Department

101 Schaumburg Court  
Schaumburg, IL 60193  
[www.schaumburg.com](http://www.schaumburg.com)

## INFORMATION TECHNOLOGY Intern – Unpaid

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and was recently named by Money Magazine as one of the Top 10 Best Places to Live!

### Internship Goals:

- Provide the Intern exposure to a variety of technology disciplines including: Desktop Support, Basic Server Administration, Application Administration, Network Administration and Principles of cyber security
- Provide insight into working in the public sector

### Internship Schedule:

- Negotiable Monday-Friday 7:30am-5:00pm
- Willing to coordinate with school for class credit

### Essential Internship Functions:

- Will work with experienced IT professionals to learn desktop and user support
- Become exposed to network security principles and concepts
- Receive introduction to cyber security fundamentals
- Learn to work with users to troubleshoot technical issues

### Requirements:

- Currently enrolled in a technology-based degree program
- Interest in pursuing a career in information technology
- Good communication and interpersonal skills
- Ability to keep information confidential
- Criminal background check must be completed with satisfactory results

**If you are interested in submitting an application for this unpaid IT Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer**

**THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER**