



## Job Description

### Position Details

**Job Title:** IT Intern

**Department:** Information Technology

**Reports To:** IT Manager

**Location:** Lycée Français International de Delhi, New Delhi, India

**Contract Type:** Internship

**Duration:** [10 months]

**Stipend:** A monthly stipend will be provided.

---

### Position Summary

The IT Intern supports the IT Manager / System Administrator in the daily operation of the school's IT environment. The role is mainly focused on user support, device setup, basic network and system tasks, and assistance with classroom technology in a French school environment.

---

### What We Are Looking For

- A self motivated student or recent graduate in IT, computer science, networking, or systems administration.
  - Basic knowledge of computers, software installation, and simple troubleshooting.
  - Interest in IT support, systems administration, and working in a school environment.
  - Good communication skills, patience, and a helpful attitude with users.
  - Organized, reliable, and willing to learn under supervision.
  - English required; French is an advantage..
-



---

## What the Intern Will Do

- Provide basic technical support to teachers, staff, and students for computers, printers, internet, email, and common software issues.
- Help set up desktops, laptops, tablets, projectors, smart boards, and other classroom IT equipment.
- Install and update software on school computers under the supervision of the IT Manager.
- Assist with preparing new computers for users, including basic configuration and account setup.
- Support day-to-day management of computer labs and shared devices used by students and teachers.
- Help troubleshoot simple hardware and software problems and report major issues to the IT Manager.
- Assist with user account tasks such as password resets and basic access support.
- Help check Wi-Fi, network connectivity, and classroom connections, and report faults when needed.
- Keep records of IT equipment, installed software, and support requests.
- Support IT documentation such as setup guides, inventory lists, and simple user instructions.
- Follow IT security rules such as security updates, antivirus checks, password safety, and proper handling of school devices.
- Assist the IT Manager in small projects such as device rollout, lab preparation, cable organization, and system cleanup.

### Note :

This position is a junior support role reporting directly to the IT manager/system administrator. The intern will gradually become familiar with the department's operations and take on simple support and technical preparation tasks.



How to apply: Please send your CV and motivation letter to: [aditya.gupta@lfidelhi.org](mailto:aditya.gupta@lfidelhi.org)

Email subject: Application – IT Intern– [LAST NAME First Name]

Application Deadline: The position will remain open until filled.