Eastern Band of Cherokee Indians Workforce Internship Program

DIVISION: Office of Information Technology (OIT)

PROGRAM: Broadband

JOB TITLE: OIT & Fiber Technician Intern

Office of Information Technology Program:

The Summer IT & Fiber Technician Intern provides entry-level technical support to the Information Technology Department. This internship offers structured, hands-on training in fiber optic systems, structured cabling, network infrastructure, and computer configuration. The intern will work under direct supervision to assist with installation, maintenance, troubleshooting, and support activities.

This position is designed to provide practical workforce experience for individuals who are interested in pursuing careers in information technology, telecommunications, or network infrastructure.

Key Responsibilities:

- Assist with fiber optic cable preparation, splicing, termination, and testing.
- Support preventative maintenance and repair of fiber infrastructure.
- Install and terminate structured cabling, including data drops and network jacks.
- Assist in setup and configuration of conference room technology, including Microsoft Teams Rooms and audiovisual systems.
- Perform basic troubleshooting of fiber and network connectivity issues.
- Assist with computer setup, deployment, configuration, and inventory documentation.
- Support IT staff with workstation installations and relocations.
- Maintain accurate records of work performed and materials used.
- Follow all safety guidelines, departmental procedures, and organizational policies.

- Perform other related duties as assigned.

Minimum Qualifications:

- Must be at least 16 years of age by June 1st, 2026.
- Current high school enrollment, high school diploma, or enrollment in a technical/college program.
- Basic computer knowledge and familiarity with common software applications.
- Ability to follow written and verbal instructions.
- Ability to work effectively in a team environment.
- Ability to lift up to 40 pounds and work in various environments, including offices and telecommunications closets.

Preferred Qualifications:

- Coursework in Information Technology, Networking, or Telecommunications.
- Interest in pursuing industry certifications (e.g., CompTIA, Fiber Optic Technician).
- Basic understanding of networking concepts and structured cabling.

Physical Requirements:

- Ability to stand, bend, kneel, and climb ladders as required.
- Ability to lift and carry equipment up to 40 pounds.
- Ability to work in confined spaces such as data closets.

Work Environment:

Work is performed in office settings, server rooms, telecommunications closets, and other facilities as required. The intern will work under close supervision and receive structured training throughout the internship period.

Benefits:

- Pay rate: $15/ hour

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