



## City of Springfield

is seeking applications for

### Intern – Information Systems Division

**Department:** The Office of Public Utilities

**Division:** Information Systems Division

**Final Date to Apply:** 4/16/2026 at 11:00 PM CST,

**Work Location:** Municipal Center West

**Starting Salary:** \$20.00/hour

**Work Hours:** Monday – Friday, 8:00 am – 4:30 pm,

**Union:** N/A

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#### In this role you will:

- Prepare and image computers with standard configurations and required software.
- Assist help desk technicians with troubleshooting and resolving user support requests.
- Upgrade existing systems to Microsoft 365, ensuring smooth transition and user support.
- Collaborate with IT team members to ensure timely and effective issue resolution.

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#### Qualifications:

The ideal intern is a motivated, detail-oriented individual with strong problem-solving skills and a willingness to learn. They should possess a foundational understanding of computer systems, software, and troubleshooting techniques, along with excellent verbal and written communication abilities. A strong customer service mindset is essential, as the role involves assisting users with technical issues in a clear and patient manner. The ideal candidate demonstrates reliability, professionalism, and the ability to follow instructions while also working independently when needed. Familiarity with operating systems, basic networking concepts, and ticketing systems is a plus. A positive attitude, adaptability in a fast-paced environment, and a commitment to continuous improvement will ensure success in this role. A high school diploma or equivalent is required, along with the completion of at least six (6) college credit hours in related coursework. **Candidates must also be actively enrolled in an accredited college for Fall 2026.**

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If assistance in applying is required, please notify the Office of Human Resources  
at 217-789-2446 or [humanresources@springfield.il.us](mailto:humanresources@springfield.il.us)