



IT Configuration Management Intern

Why Join Us?

Assist the Configuration Manager in administering the configuration management process and the configuration management system – including the configuration items that are currently being managed. You will escalate non-compliance to process or procedures to the Configuration Management Process Manager and monitor Configuration Management activities within the department. In addition, you will function as a single point of contact for ad-hoc report requests or requests for other configuration item information.

You will:

- Perform configuration audits to check that the physical IT inventory is consistent with the appropriate MDRs and initiate any necessary corrective action in accordance with defined processes.
- Number, record, and store Configuration Management issues in a prioritized backlog for review in continuous improvement activities
- Administer Configuration Management standards, plans, registration procedures, access controls and privileges.
- Coordinate the implementation of the process into the operational environment
- Manage extended attributes for a CI type
- Generates ad-hoc configuration management reports

You have:

- Attention to detail
- Strong communication skills
- Strong analytical skills
- Ability to see patterns in data and identify trends

You study:

- IT Service Management, IT Database Administration, Management Information Systems, etc.