

Information Technology Intern – Spring 2027
Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking an **Information Technology Intern** to work with the Information Technology Division. As part of the wide range of services the Office of the Secretary of the State provides for the people and businesses of Connecticut, the IT Division is responsible for the administration, support, development, and maintenance of all computer systems and related applications within the agency. It also provides support to the Centralized Voter Registration system, Business Services Application, the agency website, and all E-Government initiatives within the agency.

This unpaid internship is conducted out of the State Office Building in Hartford and supervised by the IT Director. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Assist in responding to personnel requests for technical support, including tracking open requests and providing support on basic problems
- Under the supervision of the IT team, use diagnostic tools to identify hardware and/or software problems and initiate repair
- Help coordinate installation, modification, and maintenance of network components and PC hardware and/or software
- Assist in the implementation of network, hardware, and software upgrades and enhancements
- Other duties as assigned

Intern Qualifications/Skills:

- Technical problem-solving skills
- Logic and analytical skills
- Experience with installing and maintaining hardware, software, and network components
- Excellent written and oral communication skills
- Proactive, self-motivated, adaptable, and eager to learn in a fast-paced environment

Internship Requirements:

- Be enrolled in an accredited institution of higher education
- Willing to work a minimum of 14 hours per week

Learning Objectives:

- Improve skills in information technology, critical thinking, and problem solving by working with IT professionals
- Gain an understanding of information technology operations in a state government office
- Develop interpersonal skills by interacting with internal teams from a variety of backgrounds

To Apply:

Please download and complete the Internship Application, located here:

<https://portal.ct.gov/SOTS/Education/Internships/Internship-Opportunities>. Email the following to sots.internships@ct.gov:

- Completed Internship Application
- Resume
- Cover letter describing why you are interested in the position and highlighting relevant skills

The Office of the Secretary of the State is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.