

## IT Operations & Market Research Internship

**Summary:** In coordination with the IT Manager and the marketing team, this intern will support both IT infrastructure operations and market intelligence research. Responsibilities include system configuration, asset management, and leveraging large language models (LLMs) to extract market insights and analyze technology opportunities. This role requires careful review of AI-generated outputs. The intern should be comfortable questioning, validating, and refining AI-assisted research rather than relying on outputs at face value.

### Core Responsibilities:

#### IT Operations:

- Configure and image Windows operating systems
- Manage and document IT asset inventory
- Maintain printer systems and handle e-waste disposal
- Support general IT infrastructure needs

#### Technology Marketing Tool Development:

- Craft targeted prompts for LLMs and multimodal models to extract market insights
- Prepare technical data (summaries, patents, market information) for prompt optimization
- Design AI prompts to identify potential licensees, competitors, and industry verticals
- Develop AI prompts to assess market sizing, regulatory considerations, and adoption barriers
- Document repeatable AI prompt workflows and research methods so the team can reuse and improve them over time
- Interns may be requested to assist with additional special projects outside the scope of the above duties

### Qualifications:

- Familiarity with Windows operating systems and basic computer hardware/software knowledge
- Familiarity with AI tools and large language models (preferred)
- Strong attention to detail and documentation skills

### Requirements:

- On-site one day per week (Tuesday or Wednesday)