



Position Title: Information Technology Intern

Department: Information Technology

Internship Term: Summer (June 13 – August 10, 2017)

Position Description: iSAFE Ventures Digital Learning, a non-profit organization, is seeking qualified high school students interested in gaining hands-on experience in the design, development, and support of information technology application programs. The selected intern will, from concept to completion, assist in the **development of application, information and technology architecture and learn how information technology supports and provides value to the company.** All information technology projects from traditional system integration work to computer science projects will be distributed and support solutions for K-12 schools. Additional project(s) may involve **testing applications, reports, and system configurations** of new technologies in the pipeline for market delivery. Through iDrive, students in grades 8-12 investigate and address issues that impact their generation, and affect positive change in their communities—both online and offline.

This internship position is a valuable opportunity for students seeking a career as an information technology specialist. Jobs related to this internship position represent multiple college and career pathways.

Advisory: Eligible for/enrolled in AP Computer Science Course; Grade B or above in Computer Science Coursework

Prerequisites: Workplace Readiness Training; Computer Science Course(s) #: 709005, 709107 or 709501

Corequisites: Enrollment in CTE Internship Course (Fall 2017-2018)

CTE Industry Pathways:

- Information and Communication Technology (ICT) – Software Systems & Development

College Degree & Certificate Programs:

Local 2-year colleges offer degree and certificate programs related to this internship position and articulated CTE courses are listed below. College credits and courses may be eligible for transfer to a 4-year University.

- [Web Data Base Design](#) (Palomar College)
- [Web Development and Design Degree](#) or [Certificate](#) (Mira Costa College)
- [Web Design Certificate](#) (Mira Costa College)
- [Certified Computer Desktop Support Specialist](#) (Mira Costa College)
- [Computer Studies](#) (Mira Costa College)

- [E-Commerce](#) (Mira Costa College)
- [Microsoft Certified Application Specialist for Business](#) (Mira Costa College)
- [Network and Desktop Systems Administration](#) (Mira Costa College)
- [Computer Applications User](#) (Mira Costa College)
- [Computer Competencies for the Workplace](#) (Mira Costa College)

Sample Occupations: Computer Science Engineer, Information Systems Technology Engineer, Database Administrator, Web Developer, Web Designer, e-Commerce Director

General Internship Information

Benefits of the High School Internship Experience

Internship experience provides students with the opportunity to:

- apply classroom knowledge and skills in a real-world work environment
- develop and strengthen workplace etiquette and skills
- build a resume, portfolio and professional network
- explore a career in a pathway of interest
- receive school credit and/or financial compensation

Internship Eligibility Requirements

During the academic year, applicants must meet the following requirements in order to be considered for the position.

- Qualifying high school junior or senior*
- Obtains teacher recommendation for the internship position
- Must show interest and be enrolled in course or CTE program related to the career path
- Maintains 3.0 GPA or above in CTE course or other related course as indicated
- Maintains overall 2.0 GPA or above
- Completion of workplace skill training
- Reliable form of transportation

**Sophomores ages 16 and over may be considered with teacher recommendation*

Required Workplace Skills

Candidates for this position must exhibit the following workplace skills:

- Demonstrates regular attendance and punctuality
- Arrives to work with appropriate attire, hygiene and demeanor
- Applies appropriate and effective communication etiquette in the workplace inclusive of verbal, non-verbal and written messages
- Maintains positive attitude under pressure
- Works diligently toward self-established goals
- Practices effective time management: ability to prioritize tasks and meet timelines
- Exhibits active problem-solving and decision-making skills
- Solicits and applies constructive feedback from peers and supervisors
- Demonstrates teamwork and collaboration

- Shows respect for others' timelines and the workplace environment
- Regards safety of self and others
- Responsible use of technology and workplace equipment
- Complies with workplace policies and procedures

Information Technology Intern Roles, Requirements, and Responsibilities

Information Technology Intern Role

The successful intern works within the Information Technology Department in two main areas – Infrastructure & Support Services and Solution Development. While working to support the i-SAFE Infrastructure & Support Services interns will assist the i-SAFE information technology team with installing, testing and setting up network computer equipment, software and supplies. The candidate will also have the ability to work with the Infrastructure group utilizing various operating systems (Windows/Unix/Linux), networking and mobile platforms. The intern will be expected to be a self-thinker and will be able to work with physical and virtual servers connected to network. While working to support the Solution Development process at i-SAFE interns will develop an understanding of Application, Information and Technology architecture development and how it supports and provides value to the i-SAFE information technology organization.

Information Technology Intern Requirements

Interns develop and strengthen knowledge and skills through experience. Basic job-related knowledge, skills and abilities are necessary to carry out responsibilities of this position:

- Advanced computer skills
- Basic networking skills
- Business communication etiquette
- Basic knowledge, skills of computer programming especially PHP, DRUPAL, and WordPress.
- Basic knowledge of MySQL Database infrastructures.

Information Technology Intern Responsibilities

The Information Technology Department Interns will setup desktop and network computer systems. Interns will also be responsible for creating programming projects on the website in WordPress and DRUPAL to connect to a MySQL database. Projects will range from online forms to more complicated initiatives based on the skill set of the intern. The Information Technology Department Interns Program is project based and responsibilities will align to the skills of the intern and push interns to learn new skills while in a positive corporate culture.

Duties and Tasks include:

- Work with information technology team lead to setup physical and virtual servers throughout the organization
- Installation and setup of network equipment
- Maintain Infrastructure related documentation

- Conduct system monitoring on Enterprise equipment
- Test and support Enterprise mobile applications and Mobile Device Management systems
- Perform desktop/laptop imaging and specialty application testing
- Provide accurate record keeping and documentation of computing assets and procedures
- Upgrade, repair, and maintain hardware and software
- Test and perform hardware and software installations for end-user devices
- Support PC network connectivity

How to Apply:

1. Send your resume to i-SAFE via e-mail to interns@isafe.org. In the Subject line type "iDrive Internship" along with the title of the internship position for which you would like to apply.
2. An i-SAFE representative will contact you to schedule an interview.
3. Arrive at your interview on time and ready to shine!

Note: *Submitting an application does not guarantee acceptance into the program. Students must provide their own transportation to the internship worksite.*

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