WESTMINSTER

Information Technology Internship

Internship Objective
The IT Internship will provide broad exposure to the entire department, including experience in four different areas: Network/Telecom, Software Engineering, Systems, and Operations.

Essential Job Functions, Duties, Responsibilities, and Tasks
1. Network/Telecom:
    a. General discussions regarding network/telecom operations and how it applies with the City's infrastructure/design
    b. Tour the data center and telecom closets to identify how communications are set up/established and maintained
    c. Discuss the necessary education and requirements needed for a related career
    d. Because access to the city's systems are extremely sensitive, hands-on access will be extremely limited, however the material would be of interest to students and deliver a good overall representation of a network/telecom staff's responsibilities

2. Software Engineering:
    a. Shadow the following teams/individuals:
        i. Application Development Team: perform a coding exercise or small program
        ii. Database Administrator: see the cluster environment and study database schemas and queries, review relational database concepts, create queries to retrieve specific datasets
        iii. Report Developer: see how to create Crystal Reports and SSRS reports, learn how to retrieve data for users
        iv. Interface Developer (SSIS): see how to create ETL packages to extract, transform, and load data
        v. Business Analyst: learn how to gather requirements from users and how to scope a project

3. Systems:
    a. PC Imaging Process
    b. PC Disposal Process, and how to "wipe" PC's
    c. Customer service, Helpdesk duties, troubleshooting over the phone
    d. Server maintenance and updates
    e. Systems security
    f. System backup and Recovery processes
    g. Data Recovery Facility and Data Recovery capabilities

Information Technology Internship, cont.

4. Operations:
    a. Shadow operations team to gain insight in the organization and operations of the IT department including business analysis, project management, and budget

Preferred Qualifications
1. Interest in a career in Information Technology
2. Currently enrolled in a STEM program, computer programming or technology course, or similar
3. Some previous experience in computer technology
4. Good customer service and problem-solving skills

Ability to work with discretion in a highly sensitive, secure technology environment

Application Instructions Apply online at:
https://www.surveygizmo.com/s3/4637647/Application-for-2019-Internship-Program

Applications are due by Friday, Nov. 30 at 6 p.m. Applications received after this time will not be considered. Interviews for internships will be in early December. More information will be given to your teachers prior to that time.

Our mission is provide exceptional value and quality of life through SPIRIT Service, Pride, Integrity, Responsibility, Innovation, and Teamwork