

**2019 IT SUMMER INTERNSHIPS**  
**for**  
**SDPBC HIGH SCHOOL STUDENTS**  
**June 17 to July 25, 2019**

The Information Technology Division is pleased to announce that it will sponsor summer internships for School District of Palm Beach County high school students. Position descriptions, qualifications and application procedures are provided below. The internship program lasts six weeks operating with 8-hour workdays Monday through Thursday. Interns will be paid a salary of \$10.75 per hour. In addition, there are extrinsic rewards in becoming an intern, especially the opportunity to learn from experienced IT professionals. Worksite locations are listed with the position descriptions. In some cases, there are multiple openings in an intern classification. Students are responsible for transportation to their workplace each day. Note that the Forest Hill Boulevard site is accessible by Palm Tran bus. Questions should be directed to Dr. George Solli at (561) 434-8753 or [george.solli@palmbeachschools.org](mailto:george.solli@palmbeachschools.org).

All applicants must have exemplary behavior records. Positions are open to students who are currently in their junior or senior years of high school. To apply for an internship, you must fill out the Student Intern Application Form obtainable April 1-30 at [click here](#). This form must be submitted online. Applicants must attach a cover letter and resume to the Student Intern Application Form. Applicants do not need to submit references with their applications. Two references will be requested, however, of finalists at a later stage.

The deadline for applications is midnight April 30, 2019. The selection process involves screening the applications whereupon screened candidates will be invited to job interviews. All applicants will be notified of their selection status on or near May 17th. Email is the principal means of communication, so be sure the email address you enter in the application is correct.

A list of the job offerings this year follows. Applicants can apply for two positions. Make a note of your choices before proceeding to the application form. To assist students who have never prepared a resume and cover letter, two templates are provided for your use. You may choose the [traditional](#) or [modern](#) style.

The IT Summer Intern Program seeks particularly to train students who are interested in careers in information technology. SDPBC intern programs have won two national and two state awards. Acceptance is highly competitive, but students should not be discouraged about submitting their qualifications for review. The application, interview and selection processes mimic procedures job seekers regularly experience and will be instructive for all applicants.

## Job Descriptions and Locations

### **Enterprise Applications Intern (3300 Forest Hill Boulevard)**

Interns in this position need to have AutoCAD experience. Interns will learn to use AutoCAD integration with IBM TRIRIGA, a leading Integrated Workplace Management System.

### **Records Management Intern (3300 Forest Hill Boulevard)**

These interns' duties will include, but not be limited to, physical review of records, data entry, filing and performing customer service duty. This position requires the ability to lift up to 30 lbs.

### **Application Analyst Intern (3300 Forest Hill Boulevard)**

The intern in this position will support applications analysts in various stages of the systems development life cycle (SDLC) of a large districtwide project. Activities include, but are not limited to, refreshing and continued development of PBSD forms used by staff and the general public; work using tools such as Adobe LiveCycle; data collection, cleanup and analysis; and evaluation of forms for relevance.

### **Design Intern (3300 Forest Hill Boulevard)**

The intern in this position will create and update graphics. Activities may include, but not be limited to, graphic design, content creation, and light UX/UI design. Experience in Photoshop and/or Illustrator is a plus but is not required.

**Development Intern (3300 Forest Hill Boulevard)** Interns in this position will develop applications in Javascript, C# .NET or PHP. Activities may include, but not be limited to, application architecture, code design, database design, and agile development methodologies. Light experience in one of the following languages is required: Javascript, C# .NET or PHP.

### **Server & Storage Engineer Intern (3300 Forest Hill Boulevard)**

The intern in this position will be mentored by the server and storage infrastructure team. Student should possess beginning knowledge of enterprise infrastructure. Projects will include setup, install and configuration of servers and storage.

### **Network Engineer Intern (3300 Forest Hill Boulevard)**

The intern in this position will be mentored by a team of network engineers. Student should possess beginning knowledge of enterprise networking and security. Projects can include, network documentation, network monitoring, and wireless management.

### **Project Management Office (PMO) Intern (3300 Forest Hill Boulevard)**

The PMO intern will perform work assigned by the unit's project management professionals as they guide software and hardware development throughout the Information Technology Division. Duties include producing meeting minutes, briefing slides, and running quantitative analyses. Familiarity with Google/Microsoft word processing, spreadsheet and slide programs is preferred. Navigation and operation of leading-edge business systems will be taught.

**Audio-Visual & Desktop Support Intern (1400 N. Florida Mango Road)** Interns in this position will assist Audio-Visual and Desktop Support Teams maintain and manage audio equipment, projectors, touch screen TVs and small-form desktop computers. They will participate in moving, cleaning, troubleshooting and diagnostic testing of district equipment.

**Desktop Management Intern (3300 Forest Hill Boulevard)**

Interns in this position will assist the Endpoint Team to update and administer district devices running various operating systems to include Windows, Mac OSX, iOS and Chrome OS. They will participate in packaging applications, scripting in various languages and imaging devices with various enterprise tools. In addition, interns will perform maintenance on audio-visual equipment and desktop computers.

**End User Support Intern (1400 N. Florida Mango Road)**

Interns in this position may assist in some or all of the following tasks: Windows and Mac computer imaging, troubleshooting hardware and system issues, printer repair, computer deployment to schools, and assisting school techs in annual maintenance and cleanup.

**End User Support Intern (Glades Area)**

Interns in this position may assist in some or all of the following tasks: Windows and Mac computer imaging, troubleshooting hardware and system issues, printer repair, computer deployment to schools, and assisting school techs in annual maintenance and cleanup.

**Application Security Intern (3300 Forest Hill Boulevard)**

The intern in this position will perform duties and activities including, but not limited to, software training, documentation, video creation, delivery and application, system configuration, administration and troubleshooting.

**Enterprise Resource Planning (ERP) Functional Intern (3300 Forest Hill Boulevard)**

The ERP functional intern will work with Oracle PeopleSoft using application-embedded technology, including a SQL query tool, to configure a mobile-responsive dashboard that will display key metrics through graphic analytics. The intern will also work with an Automated Testing Tool that will automate testing of the PeopleSoft application saving the district time and resources.

**Disclosures**

The District prohibits discrimination against students, employees, and other applicants on the basis of religion, race, ethnicity, national origin, color, gender, marital status, age, parental status and disability in any of its programs, services or activities.