

**2017 IT SUMMER INTERNSHIPS**  
**for**  
**HIGH SCHOOL AND COLLEGE STUDENTS**  
**June 26 to July 27, 2017**

The Information Technology Division is pleased to announce that it will sponsor summer internships for Palm Beach County high school and college students. Position descriptions, qualifications and application procedures are provided below. The internship program lasts five weeks operating with 8-hour workdays Monday through Thursday. Interns will be paid a salary of \$10.50 per hour. In addition, there are numerous intrinsic rewards in becoming an intern to include learning 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 work locations each day. Note that the Forest Hill Boulevard location 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 high school and college students who will have attained age 16 by June 26th. 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. Instructions and cover letter and resume templates are accessible on the application form. Applicants will also need to obtain three (3) references from their teachers/professors, former employers or community leaders. A link for the Employment Reference Form (PBSD 0606) is at the bottom of the online application form. Have each person you use as a reference complete a form or write a letter. Note, at least one reference must be on Form PBSD 0606. Upload references to the application form.

The deadline for applications is April 30, 2017. The selection process involves screening the applications and references whereupon finalists will be invited to job interviews. All applicants will be notified of their selection status on or near May 19, 2017. Email is the principal means of communication, so be sure the email address you enter in the application is correct.

## Job Descriptions and Locations

### **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.

### **Audio-Visual & Desktop Support Intern** (1400 N. Florida Mango Road)

Interns in this position will assist Audio-Visual and Desktop Support Teams to 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.

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

**Design:** Interns 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 not required. **Development:** 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.

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

Interns in this position will assist the Endpoint Team 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.

### **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.

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

Interns in this position need to have the following certifications/qualifications: *AutoDesk Certified User: AutoCAD*. Interns will learn to use AutoCAD integration with *IBM TRIRIGA*, a leading Integrated Workplace Management System.

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

Interns' duties will include, but not be limited to, physical review of records, customer service, data entry, and filing. This position will require lifting up to 30 lbs.

### **Disclosures**

The IT Summer Intern Program seeks particularly to train students who are interested in careers in information technology. The Summer Intern Program has won a national and two state awards. It 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.

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.