POSITION GUIDE

Position Title: Technology Intern - Career Pathway

Code:

Department: Technology Services

Group: Other – Intern

Reports to: Technology Services Supervisor

Date: May 2027

PURPOSE OF POSITION:

IU13's Technology Management Career Pathway program is designed to give students an internship opportunity through mentorship, online coursework, and hands-on training. Participants will have the option to participate in one of two career pathways:

- Application Development
- IT Infrastructure – System Support

The online portion of the program will run from January through May using Schoology or another course provider, leading to an eight-week paid internship opportunity during the summer. Throughout the entire process, an intern supervisor will be assigned to the student. The supervisor will monitor the intern's assignments and progress, as well as collaborate with the mentor who will coach, train, and provide deeper insights into the technology field.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***
- ***embody the Keys to our Culture***

Available Pathways:

Application Development - This entry-level high school course introduces students to computer programming and web development using C# and Razor Pages. It covers fundamental programming concepts such as variables, data types, control structures, and methods, along with data structures like arrays and lists, and error handling with try-catch blocks. Students will also learn to create and manage Razor Pages in ASP.NET Core and design simple web pages using HTML and CSS. Through project-based learning, students will apply these concepts to real-world projects, developing problem-solving skills and collaborating on programming assignments. The course culminates in a summer internship from June to August, providing hands-on experience in a professional setting. By the end of the course, students will be able to write and debug C# programs and develop dynamic web applications.

IT Infrastructure- System Support- In this learning path, we offer curriculum to expose students to basic skills and fundamentals related to desktop support, help desk ticketing management, and managing infrastructure for servers, desktop clients, mobile devices, and cloud services. The fundamental curriculum includes basic networking principles, security practices, operating systems like Windows and Windows Server, as well as cloud platforms such as Microsoft 365. This learning path will also cover the functions of different network infrastructure

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devices; basic network addressing, transport, and security protocols; and basic network design and management principles.

MARGINAL FUNCTIONS:

Marginal functions will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required: Current High School student.

Other Qualifications:

- Must have an interest in the technology field.
- Be able to work independently with remote support from the Intern Supervisor and Mentor.
- Effectively communicate through writing.
- Be self-motivated and self-disciplined.
- Be willing to speak up if problems arise.
- Be able to meet deadlines and keep weekly progress appointments.
- Accept critical thinking and decision-making as part of the learning process.
- Be willing and able to commit to 4 to 5 hours per week to online coursework.
- Be willing and able to participate 2 days a week from 8 – 4 PM for a summer internship.
- Students will be required to travel to their assigned location.
- Be at least 16 years of age by May 31 of the current school year.
- Pass all clearances, including FBI, background, and child abuse.
- Pass a medical physical and TB test.
- Obtain a work permit before summer internship (if applicable)
- Have access to internet service.

SUPERVISION OF PERSONNEL:

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 75%
	Walk/stand: 25%
	Traveling to other locations: as may be needed for position
Lifting:	Up to 20 lbs., lifting of light boxes and office material
Vision:	Close concentration; constant viewing/use of computer screen
Mental Demands:	Interpret, analyze and problem solve
Environment:	Normal office environment

I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

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Print Name

Signature

Date

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