

Information Technology Summer Intern (Brooklyn NY)

Start / End Date: June 4th – August 31st, 2018
Team: Information Technology
Location: Brooklyn, NY (travel required within Brooklyn, NY)

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates over 30 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 12,600 students in historically underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, the Achievement First approach is attaining breakthrough academic gains throughout the network. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger conversation about how to improve public education and student achievement in our country.

Achievement First's approach to teaching and learning enables every student to succeed at the highest levels. This involves:

- Recruiting and developing successful teachers and school leaders and empowering them to use student data to strategically drive instruction;
- Creating a joyful school culture where it is "cool to be smart" that emphasizes character education and focuses students on college;
- Providing students with more time on task and intense intervention when they are struggling so that no child falls through the cracks.

For more information about Achievement First's mission, approach, schools and team, please visit our website at www.achievementfirst.org.

Summary

The Information Technology (IT) Summer Intern is a key member of Achievement First's IT Team and will help to ensure that information technology equipment/systems are in place and operational throughout all of our charter schools. The Intern will work closely with the other members of the IT team, but will report to the Director of IT Support. The ideal candidate is an intelligent, driven, personable, and hard-working individual with a "whatever it takes" approach to accomplishing goals.

Responsibilities of the Information Technology Summer Intern will include but are not limited to:

- Overall
 - Must be customer-service oriented and willing to learn new techniques
 - Must be willing to travel between multiple school sites
 - Create and maintain technology documentations
 - Able to organize and inventory Technology items
- Technology Infrastructure
 - Assist in the installation of IT equipment and infrastructure at school sites
 - Provide tier one technical support for wireless, LAN, laptops, printers, and VOIP telephones

- Engage in moderate physical activity as needed for moving technology equipment
- Laptop/Desktop Setup
 - Will be responsible for reimaging staff and student computers for use for the next school year
 - Will be responsible for setting up student desktops and laptop carts
 - Will be responsible for ensuring laptops, carts, chromebooks are clean and functional
- Staff Support
 - Support the IT team to provide training and technical support for a growing network of 500+ staff members

Skills and Characteristics

- Acute attention to detail
- A high degree of tech literacy
- Must have strong communication skills, both written and oral
- Strong organization and prioritization skills
- Ability to multi-task and the desire to work in a fast-paced, highly disciplined, but sometimes unpredictable school environment
- Must take direction well and be motivated self-starter with the ability to work independently and “own” projects
- Maturity, humility, strong work ethic, sense of humor, and roll-up-my-sleeves attitude
- Belief in the Achievement First mission and educational model

Educational Background and Work Experience

- Current undergraduate student or recent college graduate with a major or minor in an IT-related discipline
- 1-3 years of previous hands-on technical support experience (hardware and software)
- Demonstrated leadership or project management experience
- Experience with imaging, MS Office 2010/2013, Windows 7 and troubleshooting printers are a plus

This position will require travel between multiple locations within Brooklyn, NY.

Compensation

Interns will receive a **\$6,800** stipend.

To Apply

Send resume and cover letter with the ‘ATTN: NY Internship’ in the subject line to:

AFITHiring@achievementfirst.org

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>. Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.