

2023 - 2023 DOE SCHOOLS TECH SUPPORT INTERNSHIP OPPORTUNITY

WE DEVELOP A NETWORK OF INTERNSHIP AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR CUNY STUDENTS IN VARIOUS SECTORS IN ORDER TO ENSURE THEY HAVE THE SKILLS TO ACQUIRE FULFILLING WORK WITH COMPETITIVE WAGES.

CUNY | Internship Programs

CUNY Internship Programs hosts paid internships for matriculated CUNY Students. DOE Tech Support Interns are paired to 1 NYCDOE School for the academic year. Interns work a minimum of 15 hours per week, with a pay rate of \$18 per hour. Schedules for positions can vary between 15 and 28 hours per week depending on the NYCDOE School.

Register to be a part of the CIP Community here: CUNY.edu/CIPPortal

Contact Us:

DOEINTERNS@CUNY.EDU

JOB DESCRIPTION

Internship Tasks/Responsibilities:

- **Website Accessibility:** Depending on need, CUNY Intern can be responsible for DOE School website modifications, website creation, and general maintenance.
- **Online support for admin, teachers, students:** The intern will be a technology point of contact assisting and troubleshooting staff/Admin/Students issues.
- **Data Tracking:** Manage and upkeep data tracking systems including technology equipment tracking, ATS, and others as needed. Helping manage virtual attendance logs, creating online systems via google forms/sheets.
- **Tech Resource Assistance:** Create or maintain tech resource lists for admin, teachers, students.
- **Assist in the setup of new computer equipment in classrooms and offices and install the software.**
- **Ensure that LCD projectors, smart boards, and other related audio/video equipment are functioning.**
- **Troubleshoot hardware and software problems.**
- **Configure wireless devices to access the DOE network onsite.**
- **Maintain classroom servers and technology equipment inventory.**
- **Monitor equipment and work with Help Center to ensure timely repair.**
- **Assist in the use of technology equipment.**

APPLY TODAY:

- **Login to CUNY Internship Programs [Career Portal](#)**
- **Create/Update your profile, including your resume**
- **Apply for 2023-2024 DOE Tech Support Internship**