



University Students' Council – Position Description

Position Title:	Tech Infrastructure Intern
Supervisor:	Senior Manager, Information Systems
Remuneration:	\$16 / hour
Hours of Work:	Maximum of 15 hours per week maximum
Term:	June 2018- April 2019

OVERVIEW:

Under the guidance of the Senior Manager, Information Systems, the Technological Infrastructure Intern is responsible for recommending and implementing improvements to the USC's existing technological solutions. The Technological Infrastructure Intern will engage in a variety of analytical and technical assignments that require diagnosis of issues and documentation of solutions.

DUTIES AND RESPONSIBILITIES:

- *USC Website Duties:* enhance the functionality of various USC Websites, including the main USC Website, Involvement Compass, OpenUSC, and many more.
- *IT Collaboration:* work with IT Department, Executive and Staff to identify and examine systemic problems as well as research and present potential IT solutions.
- *Project Development:* responsible for the development and deployment of new infrastructure services, prototypes and documentation of solutions.
- *Project Execution:* responsible for delivering high-quality solutions while engaging all relevant stakeholders in a clear and efficient manner.

QUALIFICATIONS:

- Prior knowledge, background or experience in infrastructure services and information technology. Qualified candidates for this position must be an undergraduate student of Western University.
- Qualified candidates will have strengths in the following areas:
 - a. Strong oral and written communication skills,
 - b. Excellent interpersonal rapport
 - c. Experience working within a project based working model,
 - d. Ability to work independently on projects
 - e. Ability to manage several different projects at once
 - f. Experience with MySQL, PHP, JavaScript, JQuery, CSS, and HTML,
 - g. Basic computer technical skills (proficient in Microsoft Word, Excel, Access, PowerPoint and Adobe),

- h. Ability to accept feedback and incorporate revisions,
- i. Solid foundation in computer sciences, with strong understanding of data structures, algorithms, and software design,
- j. Excellent time management skills and
- k. Detail and task oriented.

KNOWLEDGE, SKILLS and ABILITIES:

- The Technological Infrastructure Intern will be provided with a structured professional development opportunity to build their personal and organizational capacity. The Information Technology Department will equip the Intern with the skills needed to successfully deliver high-quality websites and infrastructure services. This learning opportunity is geared for students who have aspirations of building a portfolio in order to pursue a future career in Information Technology.
- The Technological Infrastructure Intern has the opportunity to directly impact student life and engagement within the University Students' Council at Western University with the enhancement of current USC websites and technologies. The USC directly impacts student life and involvement in the Western and London community. The role of the Technological Infrastructure Intern will be to grow and nurture this relationship between students and the USC with these new developments.

TRAINING:

The Technological Infrastructure Intern will be required to attend all USC-mandated training sessions for their position, as determined by the Senior Manager of Information Systems and the Information Systems Department.

The Technological Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.