# USC TECHNOLOGICAL INFRASTRUCTURE INTERNSHIP

## Purpose of the USC Internship Program

*To develop a meaningful relationship between students and USC staff in order to promote mutual learning and experience.*

## Position Summary

Under the guidance of the Senior Manager, Media and Communications, 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.

## General 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, Executives and Staff to identify and examine systemic problems, then research and present on potential IT solutions.
- *Operational Support:* provide day-to-day assistance with existing infrastructure services and support to users of those services.
- *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

- Must be an undergraduate student at Western University
- Prior knowledge, background or experience in infrastructure services and information technology
- Strong oral and written communication skills
- Experience working within a project based working model
- Basic computer technical skills (proficient in Microsoft Word, Excel, Access, PowerPoint and Adobe), as well as experience with MySQL, PHP, JavaScript, JQuery, CSS, and HTML
- Solid foundation in computer sciences, with strong understanding of data structures, algorithms, and software design

## Compensation

- $14/hour, 15 hours per week

*Tentative Start Date: Beginning of May (can be flexible)*

To apply please submit an application online at:

[https://westernusccareers.akirawavelength.com/PostingDetails.aspx?PostingId=5](https://westernusccareers.akirawavelength.com/PostingDetails.aspx?PostingId=5)

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