

Monday, April 8, 2019

**School building campus and locations;**

Regional High School – 93 Feeding Hills Rd. Southwick, MA 01077  
Powder Mill School - 94 Powder Mill Rd. Southwick, MA 01077  
Woodland Elementary - 80 Powder Mill Rd. Southwick, MA 01077

**INTERNSHIP - DUTIES OUTLINE:**

SUMMER PAID INTERNS – Approximately 30 hours per week (10-12 weeks) @ \$10.00 per hour  
– Start Monday, June 24<sup>th</sup>, until Friday, Aug 30, 2019

The following daily task list is a summary of what IT Interns can expect to learn and perform:

1. Provide End User support from a variety of technical issues for our faculty and staff
2. Work and resolve IT related technical issues daily via the email help tickets
3. Setup new and/or existing computers for faculty and staff
4. Remove old computers and monitors from classrooms, offices
5. Recycle & dismantle old computers for spare parts and recycle pickup
6. Name, label and hard wire computers, laptops & tablets as needed
7. Setup and configure Network B&W or Color printers
8. Create spreadsheets of MAC addresses, serial numbers, for wireless connections
9. Setup & configure wireless network access on student, faculty or staff laptops
10. Setup & install new or existing teacher desktop computers in classrooms
11. Test all computers, laptops, tablets before leaving assigned tasks
12. Setup Projectors on laptops at various schools
13. Windows 8.x, 10 Imaging within 4 School Buildings
  - a. Re-Image existing student workstations
  - b. Re-Image Teacher workstations
  - c. Re-Image student, faculty or staff laptops
  - d. Re-Image workstations in existing computers Labs
  - e. Re-image new or existing laptops for the COW's
14. Install windows and software updates for all computers
15. Install new software and remove old software on computers
16. Check network connections on the ONT Fiber Switch's in classrooms or offices
17. Resolve Copiers/Printers, connection issues as needed
18. Test all computers, network access & printing for students, staff and faculty
19. Other various IT Related tasks as deemed necessary on a daily basis

The items outlined are an approximation of what each Intern may work on daily. While district IT Specialists will be available and engage students in the learning capacity, some past IT experience would be most helpful.

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