

Tech Apprentice

Cultivating tomorrow's tech workforce today

BOSTON PRIVATE INDUSTRY COUNCIL



Program Overview

Tech Apprentice is a paid six- to seven-week summer internship program for tech-savvy Boston Public Schools (BPS) high school students who want to work in tech departments across a range of industries in Boston. Now in its 15th year, Tech Apprentice is part of the Mayor's Summer Jobs Program and has connected more than 1,400 BPS high school students with summer internships. Students work on a range of technology projects based on employer need and the skill level and interests of the intern.

Program participants are paid a minimum of \$13.50/hour for about 30-35 hours/week, and earn approximately \$3,500 over the course of the summer. The program targets BPS high school students who are at least 16 years old.

Many students in the program are also participating in Advanced Placement (AP) computer science courses, technical pathways, robotics teams, after school tech training programs, coding clubs, and college tech outreach programs. The students are considering pursuing IT majors in college and are eager to gain relevant work experience.

Internship Types

- Software - programming, coding, quality assurance (QA)
- Web Development
- Help Desk/IT Support
- Digital and Social Media
- Database and Data Analysis

Get Involved

We are actively seeking new host sites for summer 2021 Tech Apprentice interns. Based on our summer 2020 experience we can help employers with creating virtual internship programs. In addition to hiring interns, we rely on employer partners to support the program by providing career exploration opportunities such as guest speakers, career panels, company tours, and job shadows.

"I think many people would be surprised at the level the summer interns function at in the workplace and what they are able to accomplish in such a short period of time. Our Chief Information Security Officer was ecstatic with their contributions during their internship."

—James Noga,
Former CIO,
Partners HealthCare



To learn more, please contact:

Bruce Stephen
Employer Engagement Manager
(617) 488-1342
bruce.stephen@bostonpic.org

Tech Apprentice Roles	Typical Responsibilities	Technical Skills
Software Programming/Coding/QA	<ul style="list-style-type: none"> • Document results/log bugs • Execute test scripts • SQA and multi-client testing • Create forms • Program devices (e.g. Alexa) • Create simple programs (e.g. to do list) 	<ul style="list-style-type: none"> • JavaScript • C++ • Python • Software development methodologies (Agile, Waterfall, etc.)
Web Development	<ul style="list-style-type: none"> • Assist in planning and building new websites • Design banners, web pages and graphics • Embed content such as video and audio • UX evaluation 	<ul style="list-style-type: none"> • HTML or CSS • Dreamweaver • Photoshop • Website usability/design
Help Desk/Support	<ul style="list-style-type: none"> • Routine computer and server maintenance • Troubleshoot hardware/software issues • Set up new computers • Dispose of old computers • Process help tickets/requests 	<ul style="list-style-type: none"> • Microsoft Office • Software installation • PC and mobile operating systems • PC hardware configuration • Cisco networking
Digital and Social Media	<ul style="list-style-type: none"> • Compile and manage social media content and campaigns, • Plan, shoot, and edit video and photo content • Plan, record and edit audio content • Create graphics (logos, illustrations) 	<ul style="list-style-type: none"> • Social media: Facebook, LinkedIn, Twitter, Instagram, Snapchat • Video creation and editing • Podcasting • Content management • Adobe Illustrator • Final Cut Pro
Database & Data Analysis	<ul style="list-style-type: none"> • Database reporting • Database reconciliation • Data entry • Data analysis & visualization 	<ul style="list-style-type: none"> • Microsoft Office, esp. Excel • SQL • FileMaker

Key soft skills for all roles:

- Communication
- Curiosity
- Grit
- Organization
- Teamwork
- Professionalism
- Passion for technology



2 Oliver St, Boston, MA 02109

www.bostonpic.org