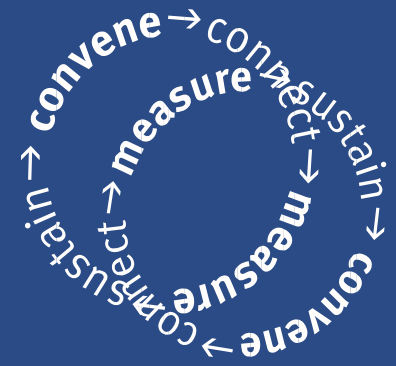


# Tech Apprentice

Cultivating tomorrow's tech workforce today

BOSTON PRIVATE INDUSTRY COUNCIL



## Program Overview

Tech Apprentice is a six- to seven-week paid summer internship program for tech-savvy Boston public high school students who want to work in tech departments across a range of industries in Boston. Now in its 14th year, Tech Apprentice is part of the Mayor's Summer Jobs Program and has connected more than 1,200 Boston public 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 \$12.75/hour for about 35 hours/week, and earn approximately \$3,500 over the course of the summer. The program targets Boston public 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 2020 Tech Apprentice interns. In addition to hiring interns, we rely on employer partners to support the program by providing career exploration opportunities such as guest speakers, company tours, and job shadows. To get involved contact Bruce Stephen at [bruce.stephen@bostonpic.org](mailto:bruce.stephen@bostonpic.org) or 617-488-1342.

"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,  
Chief Information Officer,  
Partners HealthCare



**To learn more, please contact:**

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

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

**Key soft skills for all roles:**

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



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[www.bostonpic.org](http://www.bostonpic.org)