As an intern, you will work directly with Bob Gaipo, Assistant Manager, who manages a team of staff and student employees who provide support and services to the faculty, staff and students of CAS. The department provides desktop, application, database and website support to departments within the College.

Throughout the internship, you will be mentored by several staff who will oversee your time working in the various aspects of technology support and administration provided by CAS IT. The internship will focus on skills development as well as exposure to a variety of technologies. The goal is to showcase a variety of technical responsibilities throughout our group, to give an idea of the different parts of an IT organization and how they integrate together to provide support and services to a community.

**Potential Development Areas**

- **Desktop Support/Customer Service**
  - The goal is to spend time learning basic desktop support processes, with a focus on customer service to provide technical services to the faculty, staff and students of the College. There will be hands-on training through onsite support as well as training in hardware and software troubleshooting. Products such as Service-Now, Microsoft Deployment Server and Symantec Ghost will be used throughout this portion of the internship.

- **Server Administration**
  - The goal is to gain experience with server management, working with our system administration staff to introduce concepts such as virtualization, backup and disaster recovery, change management and automation. There will be an introduction to enterprise versions of VMWare for both server and virtual desktop deployments, as well as an introduction to Linux systems administration.

**Requirements**

- An interest in information technology
- Detail-oriented
- Ability to meet deadlines consistently
- Excellent interpersonal and communication skills
- Willingness to help out as needed
- Strong written and oral communication skills
- Familiarity with either Microsoft Windows, or Mac OS.

**Hours**
The hours for this internship are flexible, up to 6-10 hours per week during the semester. We will work with you to accommodate the times you are available Monday through Friday between 9 a.m. and 5 p.m. CAS Information Technology is located at 685 Commonwealth Avenue, room 331.

**Contact Information**
Please email your resume and a statement of interest to Bob Gaipo at bobg@bu.edu.
In your letter you might explain your career and academic goals and how the internship will help you achieve these goals. Please list two to three skills you believe you possess and two or three skills you hope to learn over the course of the internship.