

CARNEGIE INSTITUTION FOR SCIENCE

Carnegie Information Technology Intern

The Carnegie Institution for Science is a world-class organization for scientific discovery. Working in six scientific departments on the West and East Coasts, Carnegie investigators are leaders in the fields of plant biology, developmental biology, Earth and planetary sciences, astronomy, and global ecology. They seek answers to questions about the structure of the universe, the formation of our solar system and other planetary systems, the behavior and transformation of matter when subjected to extreme conditions, the origin of life, the function of genes, and the development of organisms from single-celled egg to adult. At Carnegie, interns participate in a team where ideas matter more than job titles and where they have a chance to learn and succeed every day. The Carnegie Institution sponsors a wide range of activities for our interns including a lecture and seminar series featuring distinguished scientists, and informal lunchtime talks on training for a variety of careers.

The Carnegie Information Technology Internship enables students to work on specific projects under the direction of Carnegie's professional staff and is tailored to provide the maximum educational benefit to each participant. Exposure to technologies such as AD, OD, LDAP, IDP, Routing, Switching, VPNs, IP Tunneling, Network Security, WLAN and Network Management are all part of this internship. The internship provides a unique opportunity to gain advanced hands-on experience in the fields of systems, security and network administration. Additionally, young Information Technology professionals will have the opportunity to be exposed to and explore new and emerging technologies, improve their application programming skills, become familiar with a wide variety of software systems, and learn systems administration best practices.

EXPECTATIONS AND TASKS:

- Participate in and support LAN, WAN, and systems related projects in both quality and effort. Will routinely communicate with IS staff members on most aspects of projects.
- Participate in projects of infrastructure capacity, security and performance enhancements, including remote VPN access.
- Develop and maintain diagrams, documents, spreadsheets and presentations for the team's technical documentation. Add and modify documents for internal websites.
- Provide systems research information for management and information systems team, as needed.
- Contribute to maintaining a network lab environment to facilitate evaluation and testing of vendor products, as well as replicating network faults for advanced trouble-shooting and resolution.
- Participate in organizational computer policies and procedures implementation audit.
- Provide training to users on software applications, new technology systems and computer policies to enhance job performance.
- Analyze trends, devise and manage changes and communicate these needs to IS staff members.

MINIMUM EDUCATION AND QUALIFICATIONS/SKILLS AND COMPETENCIES:

- General knowledge of Linux, OS X, Windows XP/Vista, Windows Server, Visio and Microsoft Office.
- General knowledge of computer networking protocols.
- General knowledge of computer and network security principles.
- Computer-related major (Information Systems and Technology, Comp-Sci, Engineering, Networking, etc...).
- Ability to work well with others and communicate effectively using terminology that staff and other users can understand.

DESIRED EXPERIENCE:

- Familiarity with Microsoft Sharepoint, IIS, BizTalk, Project and SQL Server.
- Web and application programming experience are a plus.

APPLICATION DEADLINE:

May 29th, 2009

To apply, send the following information (no official application form is required)

- School and permanent addresses including day and evening telephone numbers, and e-mail address.
- School, class, GPA (4.0 = A). Last semester's courses and grades.
- Major field of study and/or degree program.
- Description of previous relevant work experience (i.e. summer jobs, research, computer, or administration experience).
- A short essay describing your goals, career plans, and internship related interests.
- One letter of recommendation from an advisor or professor familiar with your academic work.

The application information should be mailed or sent as e-mail attachments to:

Dr. Gotthard Saghi-Szabo
Chief Information Officer
Carnegie Institution for Science
1530 P Street NW
Washington, DC 20005
Phone: 1-202-939-1107
Email: cio@ciw.edu

INTERNSHIP PERIOD:

One intern is chosen each semester to participate in this highly competitive program. The internship is renewable up-to 12 months.

ELIGIBILITY:

The Internship program is for students who are currently enrolled at least half-time in a high school or an accredited U.S. college or university. Students who have been accepted into a college or university program may also apply. Applicants must be senior high school students or older at the time they begin the program. Candidates must be eligible to work in the United States. Applicants must have at least a 3.0 grade-point average on a 4.0 scale. Selection is based upon academic and work experience and the ability to participate in the program. Please contact your school's career services department or your advisor to see if internship experience with the Carnegie Institution qualifies for course credit.

STIPEND:

We are looking for an intern who can work 10-15 hours/week. Interns start with the District of Columbia minimum wage of \$7.55/hour. Participants are responsible for arranging their own transportation and housing.

LOCATION:

Our office is conveniently located at 1530 P Street, NW, few blocks from the Dupont Circle metro station on the Red line.

Equal Opportunity Employer.