



Technology Intern Position Description

Technology intern under IT Director’s supervision will be responsible for day-to-day operations, maintenance, training and troubleshooting of all technology-related issues in the main campus, Rowe Elementary School campus, and Rowe Middle School campus. Technology Intern will also provide support and training to staff in a wide variety of software

- Including:
- Microsoft Office 2013, 2007, and 2003
 - SMARTBoard classroom presentation system
 - Avaya Voicemail Pro IP telephone system
 - Acronis disk imaging
 - FastPass visitor tracking system
 - Blackbaud Financial Edge and Blackbaud Raiser’s Edge
 - PaperSave™, paperless invoicing database
 - Citrix Server User Connections
 - Symantec/ Backup & Recovery
 - Electric Mail Spam Filter Service

Technology intern will help administer Active Directory user set-up, security rights, group policy edits and scripted batch configurations to fulfill organizational needs for NUSH.

NUSH current statistics are as follows:

Technological Responsibility for Year 2013-14

Item	Year 13-14
Employees	98
Computers	74 @ NUSH; 215 @ Rowe Elem 75 @ Rowe Middle
Servers:	11

Detailed Description:	
Servers	11
	Web Server
	File Server
	SQL Server
	Citrix Server
	Print Servers (2)
	Exchange Server
	Domain Servers (2)
	Voice Mail Server

Major Software	14
	Blackbaud Financial Edge
	Blackbaud Raisers Edge
	PaperSave
	Citrix
	Apache web server
	Symantec Backup Exec
	Microsoft Office 2013, 2010, 2007
	Antivirus
	Remote E-mail Spam Filter
	Firewall Web Filtering System
	Cisco WAP Controllers (2)
	Avaya IOffice Phone System (3)
Hardware	140 desktops
	175 laptops
	25 video projectors
	23 SMARTBoards
	19 Laser Printers
	6 MFPs
	Firewall
	40 Access Points
	10 switches
	Smartphones

Application process

Interested candidates should contact DeVry's Career Advisor Lashanda Hayes at lhayes@devry.com.

Statement of non discrimination

Northwestern University Settlement Association does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.