



# TECH APPRENTICE

Creating Tomorrow's Tech Workforce Today



## 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 17th year, Tech Apprentice is part of the Mayor's Summer Jobs Program and has placed more than 1,600 students into summer internships. Students work on a range of technology projects based on employer needs and the skill level and interests of the intern.

Program participants are paid a minimum of \$15/hour, work about 25-35 hours/week and earn approximately \$3,000-3,500 for their internships. The program targets BPS high school students who are at least 16 years old.

Many students in the program also participate in computer science courses, early college programs, technical pathways, robotics teams, after-school and summer tech training programs, and coding clubs. The students are considering pursuing IT majors in college or tech careers after high school 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 2023 Tech Apprentice interns. Based on our summer 2020-2022 experiences, we can help employers create a hybrid program. Along with hiring interns, we rely on employer partners to support the program by providing career exploration opportunities such as guest speakers, teaching workshops, company tours, bootcamps, 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

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Tech Apprentice Roles	Typical Responsibilities	Technical Skills
Software Programming/Coding/QA	<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>
Web Development	<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>
Help Desk/Support	<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>
Digital and Social Media	<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, etc.</li> <li>• Video creation and editing</li> <li>• Podcasting</li> <li>• Content management</li> <li>• Adobe Illustrator, Canva</li> <li>• Final Cut Pro</li> </ul>
Database & Data Analysis	<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, particularly Excel</li> <li>• SQL</li> <li>• FileMaker</li> </ul>



### Key Soft Skills for All Roles:

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

Scan the QR code to learn more about the PIC

