



# Newington Public Schools Information Technology Internship Program

Newington Public Schools is seeking motivated interns to join our technology team. While we welcome all applicants, **CCSU students** (Computer Electronics, MIS, and MS-CIT) are preferred.

**Career Track:** We take pride in our program's success; we have hired 8 former interns into full-time roles over the last 15 years. Alumni have also secured careers at Electric Boat, Eversource, Cigna, Travelers, Phoenix, UCONN, Pratt & Whitney, and other School Districts.

**What You Will Do** Gain hands-on experience across the entire hardware lifecycle. Initially, you will work alongside our full-time staff and fellow interns; as you progress, you will learn to work independently to provide in-person Tier-1 technical support to school employees.

- **Hardware Deployment:** Image, configure, and deploy desktops, laptops, Chromebooks, printers, and interactive instructional tools.
- **Sustainability:** Manage green-recycling and the secure disposal of retired equipment.
- **Advanced Growth:** Participate in planning and projects related to systems administration, networking, and cybersecurity.

## Qualifications & Technical Experience

- **Technical Readiness:** Basic experience supporting PC operating systems, hardware (RAM, HDDs, batteries), peripherals, and Wi-Fi troubleshooting.
- **Soft Skills:** Strong customer-service focus, positive demeanor, and the ability to follow complex technical documentation and workflows.
- **Academic:** 2.5+ GPA and at least one full year of college remaining in a technology-related major.
- **Logistics:** Valid driver's license and personal vehicle for commuting; fleet vehicles provided for travel between school buildings.

## Hours and Pay

- **Pay:** \$17.44/hr to start, plus longevity incentives for each year of participation.
- **Hours:** Min. 15 hrs/week (semester); up to 40 hrs (breaks). 100% on-site.
- **Duration:** Typically 12 months, based on start date.

## How to Apply & Next Steps

1. **Submit:** Combine your resume along with a cover letter addressed to Craig Holland, Director of Information Technology into **one single PDF file**.
2. **Email:** Send to **Jescenia Castellani (jcastellani@npsct.org)**.
  - **Subject Line:** IT Internship Application - [Your Name]
3. **Process:** Qualified candidates will be contacted for an initial online interview, followed by an in-person meeting for finalists.