
STUDENT EMPLOYEE JOB DESCRIPTION

JD# N/A

Supervisor: Joseph Williams
Department: Leahy Center for Digital Forensics (LCDI)
Position Type: School Credit

JD#: Technical Intern
Job Level: Intern
Pay Rate: School Credit Internship
Workday Job Title: Technical Intern - Programmer

Posted Job Title: Technical Intern -Programmer for the Senator Patrick Leahy Center for Digital Investigation (LCDI)

Job Description: Assist in the development of LCDI in-house applications that benefit the LCDI and its workforce. Will be assigned to a specific project and expected to contribute to the development of the assigned application.

Technical Intern duties will include but not limited to the following tasks:

- Update, and maintain in-house applications or software packages to handle specific jobs and tasks
- Update and expand existing applications
- Assisting and participating in testing of all LCDI in-house applications.
- Assisting team members to iterate on their project, through clear communication on changes with the Lead Programmer
- Communicating technical challenges to the Lead Programmer
- Assisting with asset implementation and other team tasks when necessary
- **Attend the weekly Programmers meeting**
- All other duties as assigned by Lead Programmer and/or LCDI Leadership

Required Qualifications:

- Must be able to critically and constructively examine and talk about interactive media
- Must possess strong written and verbal communication skills
- Must be able to work with a team and comfortable presenting to team members and clients

Additional Preferred Qualifications:

- Prior programming experience is a plus

How to Apply: Interested applicants should complete an application online: <http://bit.ly/LCDIJobApplication>

Approximate Hours per Week: ~6/8 hr/week

Job Location: Miller Center at Lakeside Avenue Campus

Qualified candidates will also be expected to attend a mandatory LCDI Town Hall and staff one LCDI event (i.e. Open Houses, Tech Jam, etc). In order to successfully accomplish the goals of this position, it may be necessary for the student to adjust his/her schedule to accommodate meetings with team members (i.e. monthly training and/or meetings).