



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 eighteenth year, Tech Apprentice is part of the Mayor's Summer Jobs Program and has placed more than 1,700 students into summer internships. Students work on a range of technology projects based on employer need 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 program students also engage in computer science courses, early college programs, technical pathways, robotics teams, after-school and summer tech training, and coding clubs. They aspire to pursue IT majors in college or tech careers after high school, eagerly seeking 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
- Cybersecurity

Get Involved

We are actively searching for host sites for our Summer 2024 Tech Apprentice interns. Based on our summer 2020-2022 experiences we can help employers create a hybrid program. In addition to hiring interns, we depend on employer partners to support the program with career exploration activities like guest speakers, 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

For more information, please contact:

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Tech Apprentice Roles	Typical Responsibilities	Technical Skills
Software Programming/Coding/QA	<ul style="list-style-type: none"> • Document results/log bugs • Execute test scripts • SQA and multi-client testing • Create forms • Program devices (e.g., Alexa) • Create simple programs (e.g., to-do list) 	<ul style="list-style-type: none"> • JavaScript • C++ • Python • Software development methodologies (Agile, Waterfall, etc.)
Web Development	<ul style="list-style-type: none"> • Assist in planning and building new websites • Design banners, web pages, and graphics • Embed content such as video and audio • UX evaluation 	<ul style="list-style-type: none"> • HTML or CSS • Dreamweaver • Photoshop • Website usability/design
Help Desk/Support	<ul style="list-style-type: none"> • Routine computer and server maintenance • Troubleshoot hardware/software issues • Set up new computers • Dispose of old computers • Process help tickets/requests 	<ul style="list-style-type: none"> • Microsoft Office • Software installation • PC and mobile operating systems • PC hardware configuration • Cisco networking
Digital and Social Media	<ul style="list-style-type: none"> • Compile and manage social media content and campaigns, • Plan, shoot, and edit video and photo content • Plan, record and edit audio content • Create graphics (logos, illustrations) 	<ul style="list-style-type: none"> • Social media: Facebook, LinkedIn, Twitter, Instagram, Snapchat, etc. • Video creation and editing • Podcasting • Content management • Adobe Illustrator, Canva • Final Cut Pro
Database & Data Analysis	<ul style="list-style-type: none"> • Database reporting • Database reconciliation • Data entry • Data analysis & visualization 	<ul style="list-style-type: none"> • Microsoft Office, particularly Excel • SQL • FileMaker



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 and Tech Apprentice

