

## Common Project/Tasks for MTCHS Senior Internship Focus Areas

### Foundation Skills

- Documentation of Processes
- Customer Service and Problem Solving
- File Management
- Presentations
- Data Collection and Manipulation
- Maintain Professionalism in Workplace
- Engage in Workplace Culture
- Create Tutorials, Training, and Manuals
- Inventory Management

<p><b><u>Graphic Designer</u></b>          *Create promotional materials for print and digital media          *Logo and icon design          *Create and edit website graphics and layouts          *Create web mockups          *Social media marketing/advertising          *Product design  <i>Also includes all Web Designer tasks</i></p>	<p><b><u>Video Production Technician</u></b>          *Pre-production for video projects          *Shooting videos and photographs          *Create animated videos          *Post production for video projects          *Recording and editing voice overs   <i>Also includes all Web Designer and Graphic Designer tasks</i></p>
<p><b><u>Web Designer</u></b>          *Maintain and update websites          *Use CMS including Wordpress          *Create website mockups          *Front-end web development using HTML/CSS/Javascript          *UX/UI design          *SEO   <i>Also includes all Graphic Designer tasks</i></p>	<p><b><u>Web Developer</u></b>          *Front-end web development using HTML/CSS/Javascript          *Back-end web development using server-side scripting, databases, and other sources          *Maintain and update websites          *Use CMS including Wordpress          *UX/UI design          *SEO</p>
<p><b><u>Software Developer</u></b>          *Create software for computers and/or mobile devices          *Test and maintain software developed in an object oriented language          *Front-end web development using HTML/CSS/Javascript          *Back-end web development using server-side scripting, databases, and other Sources</p>	

<p><b><u>Hardware and Software Technician</u></b></p> <ul style="list-style-type: none"> <li>*Assemble, Disassemble, Troubleshoot, Test, and Repair Electronic Devices</li> <li>*Soldering to create functional PCB or cable assemblies</li> <li>*Crimp and build various wires, cables and assemblies</li> <li>*Assemble and Test Microcontrollers</li> <li>*Develop/Program Microcontroller Software</li> <li>*Create software for computers and/or mobile devices</li> <li>*Test and maintain software developed in an object oriented language</li> <li>*Design Circuits, Components and Software</li> <li>*Assemble and Manage 3D Printers</li> <li>*Transition/Update Mechanical Drawings from One Format to Another</li> <li>*Use CAD software for project design</li> </ul>	<p><b><u>IT Service and Device Repair</u></b></p> <ul style="list-style-type: none"> <li>*Assemble, Disassemble, Troubleshoot, Test, and Repair Electronic Devices</li> <li>*Soldering to create functional PCB or cable assemblies</li> <li>*Provide Retail Customer Service for Computers and Electronic Devices to Internal and External Customers</li> <li>*Troubleshoot and Repair Mobile Devices and Computers</li> <li>*Crimp and build various wires, cables and assemblies</li> <li>*Assemble and Test Microcontrollers</li> <li>*Assemble and Manage 3D Printers</li> </ul>
<p><b><u>Network Administrator &amp; Cybersecurity</u></b></p> <ul style="list-style-type: none"> <li>*Deploy websites and applications in the cloud</li> <li>*Use scripts and powershell to complete networking tasks</li> <li>*Troubleshoot and maintain personal computers and devices</li> <li>*Implement network and device security</li> <li>*Troubleshoot connectivity to LAN and Cloud</li> <li>*Client and server setup and troubleshooting</li> <li>*Printer setup and management</li> <li>*Provide customer service users and computers</li> <li>*Crimp and build patch cables</li> <li>*Active Directory management</li> <li>*Front-end web development using HTML/CSS/Javascript</li> <li>*Network and device security - physical and software- setting up firewalls and virus protection</li> <li>*Create and maintain a Windows network</li> <li>*Troubleshoot connectivity to LAN and Cloud with mobile and network devices</li> <li>*Use scripts to complete networking tasks</li> <li>*Install and maintain Operating Systems</li> </ul>	<p><b><u>Network Technician</u></b></p> <ul style="list-style-type: none"> <li>*Provide customer service for computers and devices for internal and external customers</li> <li>*Crimp and build patch cables</li> <li>*Troubleshoot and maintain personal computers and devices</li> <li>*Implement network and device security - physical and software</li> <li>*Troubleshoot connectivity to LAN and Cloud</li> <li>*Client and server setup and troubleshooting</li> <li>*Printer setup and management</li> <li>*Inventory setup and control</li> <li>*Use proper documentation procedures</li> <li>*Use scripts to complete networking tasks</li> </ul>