Bryn Mawr College Web Services WordPress Application Administration Internship
Summer 2020

APPLICATION DEADLINE: February 16, 2020 at 11:59PM EST

Please apply by:
(1) submitting a one-page resume and cover letter through this Handshake listing
(2) completing the Summer Funding Partners Application Form

Continuing Bryn Mawr students are invited to apply for an on-campus summer WordPress Application Administration Internship with Bryn Mawr College Web Services. The internship will provide an opportunity to get hands on experience with web technologies by supporting one of the college’s enterprise applications: WordPress.

This position will work directly with the Web Services team on a long term project upgrading the WordPress application (including themes and plugins) and infrastructure (physical server to virtual machine). The project is multifaceted and the internship can be geared toward the intern’s area(s) of interest.

Key features of the project include:
- Content audit to identify inactive blogs for deactivation
- Site migration testing including quality assurance and visual regression testing
- Researching technical alternatives/solutions for improving user authentication
- Researching software upgrade and database backup automation and efficiencies
- Collaborative development of automated upgrade/backup solutions in Linux OS using MySQL and system level crons
- Collaborative development on improving blog security and SSL encryption
- Participation in Web Services Team Meetings

The internship will provide an opportunity to develop valuable digital competencies with a focus on areas such as project management, troubleshooting, analytical thinking, researching/learning new technologies, algorithmic thinking/coding, and digital security. The Intern can expect to gain confidence, skills, and experience in such technologies as command line programming, automated testing, system administration, and application administration. The Intern can also
expect to gain valuable experience and growth in areas that apply to any job such as communication skills, teamwork, and time management.

The internship is a great opportunity for students who are interested in STEM careers such as software/web development, application/system administration, database administration, networking/engineering, and technical support.

The Intern reports to Chelsea Lobdell, Web Services Team Lead (a division of LITS), and is expected to work full-time on Bryn Mawr College campus for 10 weeks (typically June 1 through August 7). Payment is biweekly at the College’s standard student rate ($10.20/hour for summer 2020). The intern is responsible for finding and paying for their own housing. Some on-campus housing is available: please see Conferences and Events’ website for information about summer on-campus housing options.

Advanced coding skills are not a requirement for this internship. Familiarity with technology will be helpful but above all, we are looking for individuals who are self-directed, motivated to learn about web technologies, and can work effectively with others on a team. We expect you to learn technical skills on the job, and we will provide time and resources for you to learn this.

In your cover letter, please tell us why you are interested in the internship and summarize evidence or give examples of your abilities to learn new technologies and work effectively with others. You do not have to limit yourself to prior work experience – experience gained through coursework, volunteering, or clubs and extracurricular activities is all valid.

Requirements:
- Continuing Bryn Mawr student (i.e., not a graduating senior or transferring out of BMC)
- Eligibility for on-campus employment

Available positions: 1
Hours: 40 per week
Location: Bryn Mawr College
Contact: Chelsea Lobdell at clobdell@brynmawr.edu