# Internship Position: IT Programmer/CTO Internship

## Internship ID

SO12SP27-20

## Location

Austin, Texas

## Education

Undergraduate or Graduate

## Schedule

Virtual

## Hours

20 hours per week

## Paid/Unpaid

Paid

## Description

The Programmer/CTO Intern performs entry-level systems analysis support work under close mentorship and supervision within the Enterprise Architecture team. Work involves assisting in the intake, evaluation, and documentation of new software requests submitted to the Architecture Review Board (ARB). The intern does not supervise others and is mentored.

Assists in analyzing user requirements, procedures, and problems to automate processing or improve existing systems.

• Supports the Enterprise Architecture team in gathering business needs for new software requests, including identifying affected systems.

• Documents findings to support Architecture Review Board decision-making.

Assists in the documentation of functional specifications, system workflows, and process diagrams.

• Creates simplified process maps, architecture diagrams, or data flow visuals under guidance.

• Helps maintain documentation repositories.

Participates in evaluating proposed system changes, enhancements, or new technology solutions.

• Performs entry-level research on vendor solutions, system capabilities, and interoperability considerations.

• Assists in conducting impact assessments related to security, data exchange, integration points, and business workflows.

Performs other duties as assigned. (10%)

• Participates in Architecture Review Board meetings to observe governance practices and record notes.

## Requirements

Currently, enrolled in a Bachelor's or Master's degree program in computer science, Information Technology, or a related field

• Basic principles of information systems, software applications, and IT terminology (e.g., databases, integrations, cloud services).

• Introductory understanding of the System Development Life Cycle (SDLC)

• Microsoft Office Suite tools (Word, Excel, PowerPoint, Teams, SharePoint)

## Preferred Skills

Knowledge of Python or Java and SQL sufficient to understand basic logic, and system workflows.