Intern Assignment: Research Technology Web Developer Intern

Job Address: Tufts University, Medford/Somerville Campus, 169 Holland St., Suite 211 Somerville, MA 02144

Is Location MBTA Accessible? Yes

Hours Per Week: 10 – 15 hours/week (flexible – some hours may be worked remotely with supervisor’s permission)

Time Frame: 15 weeks, January 22nd – April 26th

Preferred Days of Week: M - F

Work Hours: Between 9:00 AM – 5:00 PM

Pay Rate: $18.00/hour

Room and Board: Not provided. Student intern is responsible for their housing arrangements

Contact Person: Margaret Rubio-Keefer, margaret.rubio_keefer@tufts.edu

Organization Overview
Tufts University is a leader in American higher education, distinctive for its success as a moderately-sized university that excels at research and is committed to providing students with a personal experience. Tufts is known for its academic blend of research and liberal arts, with three main campuses, including a medical school, dental school, and veterinary school. These practices create a unique combination that attracts faculty, staff and students who thrive in an environment of curiosity, creativity and engagement.

Department Overview
Viewing technology in the context of work, scholarship and campus life, Tufts Technology Services (TTS) is a university-wide service organization committed to delivering technology services that support Tufts’ mission of teaching, learning, research, and service. Understanding that IT enables innovation, TTS prioritizes holistic, human-centered design strategies to create timely and intuitive services, applications and tools that differentiate the Tufts experience.

Across our diverse and creative teams, we engage and focus our collective talent to strengthen Tufts’ strategic IT capabilities. To keep pace with our community’s emerging needs, we continue to evolve our competencies across four main families of practice, including Planning and Design, Service Delivery and Operations, Data Strategy, and Academic Technology.

Thinking and acting strategically with technology occurs through strong partnerships and an engaged community. Additionally, for technologies to take on integral meaning to our work, we also need reliable and consistent support in using them. With staff across all of Tufts’ campuses, as well as a 24x7 IT Service Desk, we collaborate with schools and divisions to meet the demands of a global, mobile community and to enable the broadest possible access.

Come join our collaborative, flexible work environment, where leadership is valued at all levels of the organization, and opportunities abound to work with leading technologies and learn new skills.
Job Description
The intern will work closely with the TTS Research Technology team to develop two new and exciting websites:

1. A website to provide guidance to researchers across the university on how to store and manage their data. The intern will learn about data management best practices, the data storage options available at Tufts, and will use their knowledge to create a dynamic and modern website.
2. A new web portal for Research Technology’s High Performance Computing service, which provides researchers with access to a supercomputer. The intern will have the opportunity to learn about High Performance Computing and will develop a high-impact website for the large HPC community at Tufts.

The intern will have the chance to learn how to use the content management systems available at Tufts (Drupal & WordPress) and will have a significant role in the frontend design and layout of the sites. They will meet with Research Technology team members to understand the services available to researchers, and will take part in translating technical information into content for a wide variety of audiences. There will also be an opportunity to develop custom plugins, widgets, and themes, and get involved with backend development.

Job Responsibilities
Under close supervision and guidance, the student will:

- Take a lead role in the development of two Research Technology websites:
  - Design a new research data management website and customize a dynamic plugin that guides researchers to the right place to store their data
  - Customize a Drupal theme (or create a new one) for the Research Technology group
  - Work closely with the HPC team to create a new website that is consistent with the group’s theme
- Learn about the exciting services that Research Technology offers and participate in developing high-quality content for the research community at Tufts
- Participate in the development of new apps/plugins/widgets

Basic Qualifications
- Previous experience with website design, including graphics and layout
- Experience with, or a desire to learn how to, communicate technical concepts to a non-technical audience
- Ability to efficiently manage time, multi-task as needed, and effectively navigate shifting priorities
- Flexibility and adaptability to work effectively as a member of a team as well an ability to work independently
- Strong communication and interpersonal skills; the ability to work effectively with individuals at all levels of the organization
- Attention to detail and commitment to quality
- Critical thinking and problem-solving skills
- Experience using a content management system for websites, like Drupal or WordPress

Desired Qualifications
- Experience with HTML and CSS
- Experience using a git-based version control system (like GitHub or GitLab)
- Previous experience with graphic design
- Previous experience with a programming language like Python
- Previous experience using Linux (or a desire to learn about it)