



Summer IT opportunity at LEAP Innovations

BACKGROUND

Connecting innovation and education to dramatically transform the way students learn, LEAP Innovations® leads the nation in developing and scaling personalized learning practices, technology and innovations in classrooms throughout the US. Located at 1871, Chicago's premier incubator for technology and entrepreneurship, LEAP is quickly positioning Chicago as the national hub for education innovation. LEAP has also launched the country's first personalized learning framework and survey tools to measure practice in and beyond the classroom. Sponsored by major foundations and donors, LEAP currently works with over 90 schools across the Chicagoland area, improving the lives of thousands of students. LEAP also leads the Learning Assembly, a national network of organizations dedicated to scaling education innovation across the country. Winner of the 2016 Chicago Innovation Award for social innovation, LEAP Innovations is poised to increase our reach and impact by deploying our thought leadership, services and tools across the country.

POSITION

LEAP is seeking an intern or contractor for IT projects beginning in June, 2017. We anticipate that an internship would last 10 weeks.

RESPONSIBILITIES

- **Technology Systems Audit**
 - Survey the existing technology tools and platforms in use across the organization
 - Interview staff members to understand current projects and needs
 - Identify the level of integration of technology across systems
 - Develop recommendations for improved technology efficiencies and equipping staff

- **General IT**
 - Setup and manage laptops, tablets, and devices
 - Support setup of online platforms and tools

QUALIFICATIONS

The ideal intern/contractor will have the following:

- High school diploma, Bachelor's degree in process or completed
- Passion for education, specifically improving learning outcomes for all students through innovation
- Excellent interpersonal and networking skills
- Ability to analyze and interpret data and provide relevant conclusions/recommendations
- Excellent organization and project management skills
- Ability to work independently and with a team
- Ability to articulate ideas in a group setting
- Self-starter with strong work ethic and track record of success
- Fluency with Microsoft Office suite, Google tools

TO PURSUE THIS OPPORTUNITY...

- If interested in an internship, please send your resume and short cover letter to careers@leapinnovations.org. Please include "Summer IT internship" in the subject line of your email.

- If available for contract work, please send a letter of introduction detailing your services and rates to careers@leapinnovations.org. Please include "IT contractor" in the subject line of your email.