LIBRARY OF CONGRESS

Intern Project Title	Assistive Technology Computer Specialist

Goal Summary	The successful incumbent will strengthen and expand on assistive technology support and services to the library by assisting ATDC staff develop an electronic knowledgebase for assistive technology resources; utilize best practices that are widely used by other government agencies to support staff members with disabilities; assist with testing, troubleshooting and diagnosing computer related issues (hardware/software) and research new and emerging technologies. The incumbent will help the ATDC create a more cohesive environment for all Library employees and visitors regardless of disability. As accessibility intersects with several of Information Technology Services' strategic plans, this will give the incumbent occasion to work with staff outside the ATDC.
Specific Goals / Objectives	• Create a resource library on online accessibility including 1-pagers, white papers, etc to be added to the ATDC internal website, enabling Library employees to find and disseminate information on the topic • Build process documentation with Visio workflows • Develop an accessibility forecast and roadmap chart to give people a visual understanding of what our customers require and when. This will require the intern to work with program teams and customers to collect information and analyze the data • Research and compile information into visual illustrations/tools on assistive technology devices and how they should be used • Provide assistance to technology staff in testing and installing Accessibility software tools on Windows XP and/or Windows 7 workstations • Improve and automate the existing ATDC asset inventory database • Work with staff to keep hardware and software operational in the ATDC lab for the benefit of Library staff and visitors • Diagnose hardware and operating system problems and report to Help Desk for repair • Configure the ATDC lab computers with the Library's latest core applications; coordinate automatic or manual installation as necessary • Research and document new and emerging technologies
Timeframe & Deliverables	Duration of Internship: 12 – 13 weeks; flexible start date*.* The intern will spend 50% of the time communicating with TAG staff members and interacting with other stakeholders to gain information and get feedback on his/her ideas. The other 50% will be spent independently building deliverables (see above section). Mentorship and guidance to be provided as needed by TAG members.
Resources Required	• 4 Mentors, 1 supervisor • Workspace at the Library of Congress within Information Technology Services in Washington, D.C. • A Windows account and an email address will be required

- Any reasonable accommodations if requested

Required Knowledge and Skills for Interns	• High school Diploma or equivalent, and college work towards a degree in Computer Science or a related major, with at least a 3.2 GPA • Strong organization and communication skills • Attention to detail • Ability to work both independently and cooperatively in a team environment to achieve goals • Ability to shift priorities in response to the demands of a new situation • Ability to adapt to change • Ability to comfortably learn new software packages • Ability to evaluate and recommend technical solutions • Ability to positively influence change with suggestions and new ideas • Ability to plan and prioritize (project management skills is a plus) • Excellent computer skills (Proficient in Excel, Access, Visio, Word and Windows XP/7) • Experience with Web Development
Preferred Knowledge or Experience	• Knowledge of disabilities and/or experience with assistive technologies (community services will be acceptable as on-the-job training) • Experience with web development using TeamSite or WordPress (knowledge of Section 508 and WCAG 2.0 web accessibility standards is a plus) • Experience with database programming using Access • Experience with scripting languages (VB Script, etc)
About the Office of Strategic Initiatives	The OSI mission is to support the Library of Congress' vision and strategy by directing the overall digital strategic planning for the Library and the national program for long-term preservation of digital cultural assets, leading a collaborative institution-wide effort to develop consolidated digital future plans, and integrating the delivery of information technology services.
About the Technology Assessment Group	The Technology Assessment Group (TAG) offers assistance in testing and evaluating new and emerging information technologies for use in the Library of Congress. Another critical mission of TAG is the Assistive Technology Demonstration Center (ATDC), which helps staff choose appropriate accommodations and create environments that are accessible to people with disabilities. The ATDC works with Information Technology Services (ITS) and other Library organizations to help the Library meet the goals of the Americans with Disabilities Act, and Section 504 and Section 508 of the Rehabilitation Act.

If Interested
Interns are selected year-round on a rolling basis if space is available. As positions become available, position descriptions will be posted below. If a position description is still up, it means the position is still open.

To be considered, you must submit ALL of the following materials to internosi@loc.gov:

- Resume (2 page maximum): Resume should include all relevant academic and professional experience
- Cover letter: Cover letter must detail which internship position the applicant is seeking, as well as specify applicant's dates of availability
- Official or Unofficial academic transcript – must show all post-secondary work
- Two references: References must include one professional contact and one academic contact

To be submitted by another party:

- One professional or academic letter of recommendation: Letter of recommendation must be sent directly from the recommender to internOSI@loc.gov with the applicant's full name in the subject heading