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| **Job Title:** | Web Services Internship for Undergrad or Masters Students |
| **Organization Name:** | California Public Utilities Commission |
| **Days/Hours & Duration of Job:** | Flexible hours. Part time that fit student's schedule. Monday through Friday, between the hours of 8:00 am to 5:00 pm. All year round. |
| **Wage/Salary:** | $15.00 - $21.00 per hour |

**\*Responsibilities:**

Perform work in accordance with industry best practices in the technologies that the CPUC currently uses (asp.net (VB.Net, C#), MSSQL, IIS, Content Server (Document Management System), Ektron, SharePoint)

1. Assist in maintaining several public websites and one internal website (intranet).
a. Publish contents to the websites.
b. Assist in the programming (asp.net) of all website functionality and web applications as requested by commission staff, as well as the configuration of the Commission's Web CMS.
c. Administer, develop, maintain and monitor the commission's websites and related servers [e.g. webservers (IIS), database servers (MSSQL), Ektron (Web CMS), SharePoint].
2. Assist in the development of new Ektron & SharePoint based websites (where distributed content publishers will be used) and/or websites utilizing technology appropriate to produce complex end results (such as statistical or "groupware" websites) or multifaceted, standalone web applications based on specifications as defined by the CPUC.
3. Assist in upgrading Ektron / SharePoint including all related templates which require knowledge in the areas such as CSS, .Net, HTML, XSLT, XML.
4. Create documentation/ manuals/ training materials for the existing and new processes.
5. Assist in resolving day to day IT Service Ticket issues & webmaster email.

**Desired Skills**

The desired skill set is preferred but not mandatory as we will be training the student in these aspects of the position.
Experience building Web service.
Familiar with Windows server operating systems.
Familiar with SQL database, preferably MSSQL.
Familiar with web technologies such as CSS, .Net, HTML, XSLT, XML.

Excellent verbal and written communications skills. Excellent analytical skills. Ability to work independently and learn new skills quickly. Must be able to write technical and user documentation.

Students must be either a U.S Permanent Resident or Citizen.

**\*Application Instructions:**

Email resume to calvin.lee@cpuc.ca.gov with
Subject "**Web Services Internship**"