



Systems Administrator Intern

Doxpop, LLC, an information services company, is offering paid student internships for a systems administration intern to work with members of its operations team. The successful candidate will assist and be mentored by Doxpop employees in information technology operations by performing system, network, database, and application administration tasks and related activities.

The ideal candidate will be pursuing a Bachelor's degree or equivalent and be taking courses to acquire skills or knowledge to in system, network, database, and application administration in the context of Linux (Debian, Ubuntu), PostgreSQL, Java, Python, and cloud (AWS) systems and applications. The successful candidate will have responsibilities related to monitoring and assuring ongoing operation of Doxpop and interfaces with external systems, applying security updates and other upgrades to servers, administering our backup, monitoring, notification and VoIP phone systems, assure safe storage of backup media at an offsite location, and other information technology tasks as assigned.

The position requires: a broad understanding of computer, database, and networking technologies; excellent written and oral communication and interpersonal skills; ability to read and write programs and scripts across the range of languages and tools we use; the ability to create, document, and maintain software you have written; the ability to integrate and enhance software written by others; the ability to work independently and with others as a team; the ability to gracefully accept direction from others and sensitively give direction to others, working flexibly as both leader and follower as projects or tasks require; and, an attitude of cheerful service in occasional opportunities for interaction with customers, government data providers, and technical partners in other organizations.

The person accepting this role should be attending school close to Richmond, Indiana. Applicants must be currently legally authorized to work in the United States. Doxpop values workplace diversity and is an equal opportunity employer.

We are accepting applications on a rolling basis and will respond to each applicant within 30 days. Summer internships are typically full-time for 3 months. School-year internships are typically part-time for up to 9 months. Please apply at least 30 days in advance of when you would like to start an internship.

Please email your letter of interest and resume to Ray Ontko <rayo@doxpop.com>.

Finalists should expect to provide representative samples of code and documentation they have written, academic project work and contact information for at least three academic, employment, or character references.