

Web Development & Technology Internship

ASMA, the American Society for Muslim Advancement (www.asmasociety.org), is a New York based non-profit 501c3 organization founded in 1997 to elevate the discourse on Islam and foster environments in which Muslims thrive. We are dedicated to strengthening an authentic expression of Islam based on cultural and religious harmony through interfaith collaboration, youth and women's empowerment, and arts and cultural exchange.

ASMA, the American Society for Muslim Advancement, is seeking an intern, who will provide IT and web support for ASMA. This internship is unpaid, for college credit only, but the ASMA does provide a stipend of \$75 per month for transportation costs.

Duties & Responsibilities:

- Assist in system maintenance, troubleshooting and analysis support of the current network system. Network protocols include TCP/IP, DHCP.
- Troubleshooting of server/client-based network
- Assist with the design and development of the organization's websites
- Troubleshooting and prevention related to IT and IT-related issues
- Enforce company wide network and hardware policies
- Other services as agreed

Qualifications:

- Microsoft Server/Client operating systems
- HTML, PHP, JavaScript, and CSS
- Exchange server
- Proficiency in the administration of Microsoft Windows 2000XP/2003
- Microsoft Office Suites 2003 Professional and later
- Proficiency in Windows Operating Systems
- TCP/IP and Windows Networking
- Fluent oral and written communication skills in English
- Good interpersonal skills and ability to interact effectively with users.

Application instructions:

Interested applicants should submit a cover letter and resume. Please include the name of the internship in the subject of the email (if applicable) and in the cover letter. Be sure to indicate your approximate start date as well; the stated beginning date is negotiable. Applications are being received on a rolling basis, and we intend to fill this position as soon as possible.

Contact:

Please submit a cover letter and résumé to American Society for Muslim Advancement (ASMA), Nancy Shihadeh, at nancy@asmasociety.org

No phone inquiries please

Location:

475 Riverside Drive (W 120th St. & Claremont), Suite 248 New York, NY 10015