



IT Intern

Founded in 1987, Applied Imaging is the Midwest's premier independently owned and managed provider of Document Imaging Technology and Managed IT and Network Services, with offices in Grand Rapids, Detroit, Ann Arbor, Lansing, Kalamazoo, Muskegon, Petoskey, Toledo, Traverse City and Troy. Our mission is to offer custom Managed Print Services (MPS), Document Management Services, and Managed IT and Network Services to help businesses of all sizes improve profitability, increase productivity, lower costs and maintain their competitive edge. Applied Imaging has gained recognition both locally and nationally. We are one of Michigan's 50 Companies to Watch and have also been named one of the 101 Best & Brightest Companies to Work For.

This internship will be located at our corporate office in Grand Rapids. We have a modern, fun environment with ping pong, bicycles, large café area, site-wide wireless, modern Lenovo laptops and more. Our headquarters is located at 5555 Glenwood Hills Pkwy SE.

Intern Responsibilities/Objectives

- Assist with deployment of end user computing devices, phone and equipment.
- Manage the creation, modification and deletion of end users in Active Directory.
- Provide audio/visual support for our various conference rooms and public spaces.
- Assist with Office365 deployment.
- Assist with network/system upgrades.
- Participate in a variety of projects across a variety of IT disciplines with the help of experienced colleagues.
- Interact with users, customers and vendors in a professional manner to provide the support they need to accomplish their jobs.
- Continue to build/improve your verbal/written communication abilities.
- Present your ideas/projects to peers and management. Participate in at least 1 department meeting per week.
- Seek continuous improvement through experimenting, innovating and creating. Ask questions, seek new ideas and be "curious" about technology and how it can be used to better the business.

Intern Requirements

- Trustworthy person, can be counted on to do the right thing every time.
- Outgoing, personable, able to build relationships with others.
- Humble attitude, willing to get the job done, whatever is needed.
- Multi-tasker, self-starter, able to handle concurrent projects of varying degrees of difficulty.
- Eager to learn and grow in the technology field.

Internship Benefits

- Take your coursework knowledge and translate into real-world results/projects to move company initiatives forward.
- Participate in hands-on learning experiences with colleagues utilizing the latest technologies.
- Participate in department and company meetings; have your opinion heard and be able to share with others.
- Participate in professional/personal groups and organizations that provide learning and networking abilities.
- Your own office space in our modern, fun corporate headquarters.
- Starting pay of \$15 per hour.
- Flexible work schedule based on your availability; we can work around existing class or semester schedules.

Application Procedure

- This position is available for all current students.
- Please send an email expressing your interest in the position to tkensil@appliedimaging.com include resume if available. Please include available hours you can work Monday – Friday in your email.