



Office Job Posting

Position Available: IT Intern
Location: Holland or Muskegon, MI
Department: Information Technologies
Business Unit/Group: Business Processes & IT
Hours: 8:00 a.m. – 5:00 p.m.
Reports to: Director IT

Qualifications Required:

Qualification 1: Helpdesk certification, A+ certification, or 2 years college completed toward a degree in Business or Information Technology.

Qualification 2: Coursework in IT subjects at college or high school/technical school level.

Qualification 3: Strong computer skills including the MS Office suite.

Qualification 4: Excellent verbal and written skills.

Qualification 5: Willingness to work independently on projects.

Summary of Job Duties:

The IT intern position will be responsible for:

- Assist IT in loading operating system images on clients using Microsoft Deployment Toolkit (MDT)
- Assist IT in troubleshooting and resolving software installation issues.
- Assist IT in troubleshooting and resolving client hardware issues.
- Assist IT in troubleshooting and resolving client software issues e.g. (Microsoft Excel, Outlook, Word, etc.)
- Assist IT in troubleshooting and resolving network issues.
- Assist IT in troubleshooting and resolving printing issues.
- Assist IT in installing new phones as well as troubleshooting and resolving existing phone issues.
- Other duties as assigned.

Travel: No travel is required.

Relocation: No benefits available.

Resumes may be submitted by email to husaresumes@safholland.com, or faxed **confidentially** to **616-546-6813**. By mail: Rachele Warrick, HR Manager, SAF-HOLLAND, at 467 Ottawa Avenue, Holland, MI 49423.

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