



Date: October 02, 2018

Location: Southfield, Michigan 48025

Company: United Physicians

IT Desktop Administrator Intern – Southfield Michigan

This is a “Paid Internship”

About Us...

United Physicians, Inc. (UP) is one of Michigan’s largest physician organizations, representing more than 2,400 physicians with medical staff privileges at hospitals throughout Southeast Michigan. UP’s mission is to deliver a healthcare system of excellence to its community through a coordinated, efficient and integrated network of physicians.

Position Description...

We are looking for an energetic, career minded individual, with a desire to learn how to apply information technology (IT) to improve business processes and enhance employee performance. The length of the internship can be tailored to your situation...

What You’ll Do...

- Provide all levels of support, maintenance, and assistance for systems in the areas of desktop administration and application administration
- Maintain current operating systems WIN10/Office 365 and application software on desktop workstations
- Install and maintain new and existing workstation hardware including printers and other peripherals
- Troubleshoot network connection problems and work to resolve the issue from workstation to office connection point

What You’ll Need...

- Progress towards a Associates or Bachelor's degree from a college or university
- The following majors are preferred: Computer Science; Information Technology; Management Information Systems
- Knowledge of and/or experience with: Desktop hardware/software and/or networks
- Ability to excel in a collaborative and fast paced environment
- Written and verbal communication skills, capacity to build strong relationships with key constituents, and ability to be extremely adaptable to fluctuating deadlines and stay focused

Please include your resume, cover letter, and up-to-date transcripts