



Cass Technical High School Internship Opportunity

Company: Detroit Tigers

Department: Information Technology

Number of Positions: 1

Location: Detroit

Start Date: June 26, 2017

End Date: August 30, 2017

Hours Required: 20-30/week

Responsibilities include, but are not limited to the following:

- Prepare new laptops with Windows and all the standard software we use in the environment. Assist in deployment of technology at a user's work area
- Create documentation for various software installation procedures
- Asset management and organization of IT inventory including recording and tracking assets in a software program
- Assist users with usage of basic programs such as web browsers, e-mail and other MS Office programs
- Assist with shipping and receiving of technology
- General organization (stacking, cleaning, moving, etc.) of technology in the IT support room

Eligibility/Requirements:

- Enrolled full-time at Cass Technical High School
- Entering Junior or Senior Year
- Must be at least 16 years of age
- Earned a minimum cumulative grade point average (GPA) of 3.0
- Eligible to work in the United States
- Available to work a minimum of 20 hours; maximum of 40 hour within a work week
- Must be working toward a diploma in computer information systems or business
- Must be computer literate and able to handle a wide variety of tasks
- Must be familiar with Microsoft Office suite (Word, Excel)
- Preferably, has experience building computers

How to Apply:

All interested students will be required to submit an email to ctinternship@ilitchholdings.com with the following information attached:

- Completed Application
- Resume
- Essay (1,500 words or less) answering: What are your career interests or goals and how do you think the Ilitch Companies Internship Program fits into your future plans?
- You can apply for up to (3) positions; indicate priority/level of interest for each