Meadowlark Hills Retirement Community is looking for an IT Intern for the Fall!

Responsibilities include, but are not limited to:
- Assisting residents with their technology related issues/needs
- Assisting staff with their desktops, printers, network, and other technology issues
- Assisting with Microsoft Office products
- Desktop and laptop setup and provisioning
- Implementing network topology changes
- Basic network administration

Either a part-time or full-time intern will be accepted. Interns will be paid, depending on the hours of commitment.

We invite interested candidates to visit our website at https://careers.meadowlark.org/internships to learn more about our internship experiences at Meadowlark. Internships with Meadowlark are a great way to gain experience and build your resume, learn the intricacies of a business, and find out more about your own preferences on the job.

Potential candidates must complete the following to be considered (see below). Please send completed documents to Jana at jarmfield@meadowlark.org

- A Letter of Interest
- Resume
- Meadowlark Internship Questionnaire (see document attached)

Selected candidates will be contacted to complete an interview within one week of their completed paperwork. An internship offer may or may not be extended at that time.

For those accepted, a start date will be determined and an intern packet, background check, as well as a 2Step TB will then be completed. Interns must be updated on all of their COVID vaccine shots or have an approved medical or religious exemption.

Have any further questions? Please contact Jana Armfield at (785) 323-3890 or by email at jarmfield@meadowlark.org
1. What is your major? What interests you about your particular major?

2. What's an accomplishment you are most proud of?

3. What type of internship are you looking for (i.e. full time/part time)? Which semester(s) do you hope to conduct your internship?

4. Do you require a paid internship?

5. Do you have any requirements you need to fulfil for an internship (i.e. length, amount of hours, duties, etc.)?

6. What do you hope to achieve during your internship?

7. What questions do you have?

Successful candidates will be contacted to set up an interview date/time.

Please send completed questionnaires to Jana at jarmfield@meadowlark.org.
For questions, please call (785) 323-3890.