

## Job Ideas for Your Intern

The Student Internship Program should provide students the opportunity to learn about all aspects of the printing industry. It is intended to provide students the opportunity to explore graphic arts and printing careers. The following are ideas to consider when setting up a schedule for your intern. The interns should be a contributing member of your staff.

### Office Examples

- Receptionist
- Accounting
- Customer Service
- Sales
- Estimating
- Job Planning

### Production Examples

- Proofing
- Prepress
- Press/Production (depending on inter's age)
- Post Press/Bindery
- Warehouse
- Shipping/Receiving
- Maintenance

### Participant Experiences

- Training
- Education
- Mentoring

**Wage Reimbursement up to \$2400**  
*PIM Members Only*

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Ideal Printers, Inc., St. Paul, MN.

The 2010 Student Internship Program is presented by the Printing Industry of Minnesota Education Foundation and the Pohlad Family Foundation.

### About PIM Education Foundation:

The purpose of the PIM Education Foundation is to increase awareness of printing careers, and to assist in the development of Minnesota's printing workforce. The Foundation offers scholarships and educational resources to support high school and postsecondary printing education. In addition, the Foundation funds the development of employees with in-house customized training, peer-group opportunities, and technical and management training relative to the graphics and communications industry.

### About the Pohlad Family Foundation:

The mission of the Carl and Eloise Pohlad Family Foundation is to improve the lives of economically disadvantaged families and children. The Foundation also participates in other projects that maintain or improve the quality of life in the Minneapolis-St. Paul metropolitan area. Since 1998, the Pohlad Family Foundation has committed more than \$25 million in grants. For more information on grant programs and applications procedures, visit [www.pohladfamilygiving.org](http://www.pohladfamilygiving.org).

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Printing Industry of Minnesota, Inc.

# 2010 Student Internship Program

*Building Your Future Workforce*



**Wage Reimbursement up to \$2400**  
*PIM Members Only*

POHLAD FAMILY FOUNDATION

# Program Description

The PIM Education Foundation and the Pohlad Family Foundation have provided funding to reimburse PIM members for student interns during the summer of 2010. Interns should be in high school or just graduated, ages 16-21. Reimbursement is up to \$1200 per student. This internship program was developed to assist PIM members in their efforts to attract students to the graphic arts and printing industry. Results are intended to build a qualified workforce for the future.

Students may work in any aspect of your company. We encourage you to introduce the students to areas beyond their initial areas of interest - giving them a complete view of all of the careers available in the graphic arts and printing industry. Participants have the opportunity to mentor and train, while students contribute to the organization.

Program information and application forms are available at [www.pimn.org](http://www.pimn.org).

# Reimbursement Process

Wage Reimbursement forms will be provided at the beginning of the program with instructions. Participating PIM members will request reimbursement for their intern wages three times during the summer of 2010. The wage subsidy is 75 percent of the student's earnings, or up to \$1200 for the entire summer. The suggested wage is \$8 per hour. Example: If your intern works 20 hours per week for 10 weeks at \$8 per hour, total earnings are \$1600. Reimbursement of 75% is \$1200, and your wage expense is \$400. PIM will charge a \$100 administrative fee for companies participating.



# Student Interns: Finding and Hiring

PIM works with high schools throughout Minnesota, and will assist you in identifying the appropriate high school. In addition, you can contact PIM for names of students who have expressed an interest in the program.

We recommend that candidates are exposed to your hiring process, including resumes and interviews. You make the decision of which candidate fits your company best - you are not required to hire a specific student as an employee. If the intern experience does not last the entire summer, you can hire a replacement to complete the summer program.

Note: The Pohlad Family Foundation requires that funds are directed to students who would not otherwise have the opportunity to learn and work in a professional environment. This program is intended for students who are not related to PIM member personnel or staff.

# How to Get Started

## 2009 Participating PIM Members

Advanced Web	Blanks/USA	Loffler Business Systems	Pearson
All-Brite Graphics	Expedite!	Marcom Nordic	Printing Industry of MN
American Chemical	GLS - St. Paul	Mark Thomas Company	Print Services of U of MN
A2N, Inc.	John Roberts Company	New Vision Printing	RR Donnelley
Bang Printing	Lee F. Murphy	Quality Label	United Business Systems

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