

Position: AI & Application Intern

Location: Montvale, NJ

Reporting to: VP, Information Technology

Role Overview

We are seeking a technically capable **AI Intern** to help design, prototype, and evaluate **Microsoft Copilot-centric and Azure AI solutions** across the enterprise. This role focuses on applying **Generative AI within the Microsoft ecosystem**, including Microsoft 365 Copilot, Azure OpenAI, Microsoft Fabric, Power Platform, and Microsoft Graph.

This is a **hands-on experimentation role**, not a theoretical research position.

Key Responsibilities

Copilot & Generative AI Solutions

- Assist in prototyping **Copilot-style AI experiences**:
 - Building CoPilot Agents
 - Building CoPilot connections to 3rd party data applications
- Support use cases such as:
 - Document and email summarization
 - Intelligent search over enterprise data
 - Classification, tagging, and entity extraction
 - AI-assisted reporting and decision support

Microsoft Data & AI Engineering

- Work with enterprise data sources using:
 - Azure SQL / SQL Server
- Prepare and transform structured and unstructured data for AI use

Power Platform & M365 Integration

- Assist with building capabilities into Power Platform
- Integrating AI capabilities into:
 - Power Apps

- Power Automate workflows
- Use **Microsoft Graph** to securely access and contextualize M365 data
- Help evaluate Copilot Studio

Responsible AI & Governance

- Follow enterprise AI governance practices, including:
 - Data privacy and security
 - Prompt and output validation
 - Human-in-the-loop design
- Document AI solutions clearly for technical and business stakeholders

Required Qualifications

- Currently pursuing a Bachelor's or Master's degree in:
 - Computer Science, Data Science, AI, Engineering, Information Systems, or similar
- Strong working knowledge of **Python**
- Experience with **SQL**
- Familiarity with REST APIs and JSON
- Exposure to Generative AI concepts through:
 - Coursework
 - Projects
 - Hackathons
- Strong analytical and problem-solving skills
- Ability to explain technical concepts clearly

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, national origin, or veteran status.