

Blast off to a new learning experience! The ERC—we're all about connecting students with real world experiences!



*It's August and almost time for school to begin!! It's not too late to think about doing an experience this fall when you return to campus! Give me a call! x4310*



## Why bother with an internship?

Why bother? Why not think of school now and your career later? You've got enough to worry about as it is! Wouldn't it be easier to just finish school and then become a fulltime professional? What does an internship do for you anyway?

***It gives you a head start into your field and it will help you avoid being underemployed!!!***

Underemployment is a concern for many graduates, that is, being employed but in a job that does not use your potential. That's why you should choose to do an internship. The internship gives you a competitive edge! You'll gain the experience needed to break into a field. Many employers will hire only experienced people. Participating in an internship is one way around this obstacle.

Come down and see what the Enterprise Resource Center can do for you!!

**Lower Level of Loew—Suite 067**

**Call x4310 for more details!!!**

## COMMUNICATIONS/JOURNALISM

### **Good Shepherd Church**

Responsibilities include writing, editing, layout and design, including pictures using MS Office & Publisher for several brochures.

### **Terra Haute Radio Station Network**

Responsibilities include various opportunities in the radio network doing broadcasting.

### **Parkview Huntington Hospital**

Working under the director on the COO, the intern will assist in providing direction and support for a task force to assist with the implementation of a non-smoking policy at Parkview Huntington Hospital. Preference given to Communications (Media) majors with junior status.

### **Fort Wayne Fever, In Season – May-August Off Season-January through March**

The “PR/Communications intern” will be responsible for supporting PR content creation efforts and ongoing communication programs. Specific activities would include developing potential story lines, working with 3<sup>rd</sup> parties to develop features, drafting weekly newsletters, editing articles for online publication, tracking editorial calendars and managing/updating relevant editorial contact list. Other activities could include monitoring and posting online articles, maintaining media lists and developing a clipping program, as well as an ongoing media communications program.

### **Columbia City, PAID**

Audio editing, some programming—CD Rom

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## HISTORY

### **Allen County-Fort Wayne Historical Society**

Responsibilities include gaining experience in public history education and administration, exhibit development, community interaction, museological theory, and collections management.

### **World War II Museum, Dean V. Kruse Foundation**

Library of Congress’s Oral History Project, multiple other areas as well!

### **Allen County Republican Headquarters, Fort Wayne**

will be a good experience for a Political Science, Government, Communications, Social Sciences, or any interested student who wants a position with exposure to government/political issues.

### **Dan Quayle Vice Presidential Museum**

Working with archival materials to sort, categorize, label and maintain database for museum.

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## WORSHIP LEADERSHIP

### **Good Shepherd Church, Ongoing, Unpaid**


Responsibilities include leading and working with the drama, music, and instrumental programs.

### **Wesley United Methodist Church, Bryan, OH**

Various tasks working with music and worship leadership.

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## RECREATION MANAGEMENT

 **Fort Wayne Fever, May-August**  
The “Game Operations Assistant” interns will help with various aspects of game day planning and execution. Primary responsibilities will include helping to manage volunteers and game day staff, assisting with game day planning and working all (TBD) home games during the season. This opportunity also includes your participation in pre-game operations meetings, inter-department planning meetings and game day captains meetings.

### **FamFest, Huntington,**

Event Coordinator internship will assist in planning New Year’s Eve party with games, concerts, events, food, etc.


 **YMCA Southeast, Fall**  
Develop, administer and implement the Flag Football, Youth Basketball, Youth Track and new programs. Schedule, coordinate and set up athletic events. Attend and schedule program meetings. Enforce safety standards and regulations while applying YMCA policies and procedures.

### **LeaderTreks**

Student leadership development ministry using trips, innovative training, and curriculum to help students identify and develop their leadership skills.

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## OTHERS

 **Fort Wayne Ballet, PAID**  
Costume Shop Assistant will create a costume database using Microsoft Excel, assist with photographing costumes, website promotion of rental opportunities, assist with design of costumes for upcoming performance season including production of Cinderella, clean and organize costume storage area, assist with cleaning and storing current costume inventory, assist with costume fittings and assist with costuming needs at the theater during performances.

### **Sheets Museum**

Ideas for wildlife/conservation-related hands-on activities for children. Also learning activities that help combine geography with the hunting and fishing regions.

**Parkview Huntington Hospital**  
Creating a Community Health Resource Directory for Huntington County. Great opportunity to learn more about our community.

### **Little Blessings Day Care**

Looking for children’s ministry major to create projects for the classroom for children ages 2-11.

 **Allen County Community Corrections, Cognitive Skills Aid**

The candidate will learn cognitive-behavioral, career development, motivational, and transtheoretical theories while assisting trained facilitators. Will work directly with probation officers, the courts and community-based agencies.

## GRAPHIC DESIGN/WEB DESIGN

### **Life Community Church, Fall**

Are you creative and want to assist a church in designing several DVD and mailer covers? Then this internship could be for you!!

### **Shindigz by Stumps, Fall**

Managing a specific brand and website. Acting as champion for brands and increasing sales to improve: page content, Paid Search, Email, Reporting, Web & Flyer Design, Search Engine Optimization, Search Engine Marketing, and Web Content.



### **Re/Max Professional, Fort Wayne**

Intern should be familiar and comfortable w/ programming and enjoys working around and with people.



### **Huntington YMCA, Fall**

Complete web development and design for the YMCA.

### **Huntington County Community School Corporation, Fall**

Responsibilities include creating a marketing piece for realtors to promote the Huntington School System.

### **Purdue Extension Office, Fall**

Web development and updating website currently have—work with FrontPage.

### **Fort Wayne Fever, Any semester**

Responsible for monitoring and updating content, monthly auditing of site content, coordinating new content and working with web hosting firm to identify and add new features.



### **ReMax Professional, Huntington, Paid**

Web development and design as well as some technical assistance to learn programs.

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## BUSINESS/MARKETING/ACCOUNTING

### **Youth for Christ, Ongoing**

Assist with special events, mailings, database management, attend community meetings, create materials for various area events, and other special projects. Hours very flexible and it could be an ongoing internship.



### **Fort Wayne Fever, Jan—March**

Sponsorship/Marketing Interns—The “off-season intern” will be responsible for sponsor research and lead generation.

This would include identifying prospective local companies and collecting primary contact information. Additional responsibilities would include revising and managing prospect communications, designing and building a sustainable sponsor sales tracking system and helping develop sponsor proposals and programs. Advertising and promotions



### **Fort Wayne Fever, May-August**

The “in-season sponsor intern” will be responsible for sponsor fulfillment and servicing. Specific activities would include managing promotional details and/or sponsorship events, procuring promotional or premium items, managing premium item inventory, assisting with game day sponsor elements (field boards, promotions, hospitality, halftime, etc...), managing sponsor ticket distribution and requests, game day sponsor verification/confirmation, tracking sponsor agreements, and developing an in-season sponsor communication program.

### **Sheets Museum, Anytime**

Develop a regional/national marketing strategy for the wildlife museum.

### **Profits On Hold, Summer Through Fall**

Marketing and general administrative duties.

### **Purdue Extension Office**

Intern will create various monthly newsletters as well as research and create program materials and presentations for various extension programs offered.

### **Life Long Learning of Huntington**

Manage area of educational fairs in Huntington County. Create list of places they'd like to go.

### **Parkview Health Systems, Fort Wayne**

Coordinate FMLA policy and records. Work with employees to properly adhere to procedures. Reports to Manager of Compensation and HR Operations

### **Lincoln Financial, Accounting**

Responsibilities include evaluating internal controls, document test results, many other duties!

### **Star 88.3 FM, Promotions**

Responsibilities include planning and implementing promotions for a target audience, assist with station events.

### **Star 88.3 FM, Office Management**

Responsibilities include running the office and doing daily tasks.

### **Huntington University, Master of Education**

Work with the Masters of Ed program to design and implement a new marketing program.

### **Larko Communications, Inc.**

Account executive sells airtime in the form of commercials and promotional tie ins to businesses.

### **Huntington County Chamber of Commerce**

Program Assistant. Learn how to run the chamber of commerce on a daily basis.

### **The Honeywell Foundation**

Design a Buzz Marketing Campaign to increase brand awareness for many different business units.



### **Fort Wayne Parks and Recreation**

The marketing intern will work under the direction of Marketing team, intern will support the administrative division with public relations, advertising, writing press releases, planning, marketing research and customer service.



### **Fort Wayne Ballet, Fall PAID**

Marketing/Development Intern  
Develop advertising campaign taking advantage of innovative opportunities while keeping expenses within approved budget, schedule ad placements, write and send press releases, participate in donor cultivation opportunities, assist in maintaining development database and create marketing materials.



### **YMCA/4Community, Huntington**

Work with YMCA and school system to create marketing materials for a new collaboration—Huntington Wellness.

Lower Level of Loew—Suite 067

Call [x4310](tel:4310) for more details!!!



# ENTERPRISE RESOURCE CENTER

HUNTINGTON UNIVERSITY

Not sure what you want to major in?

Call Martha Smith in the Career Development Office at ext. 4040!

Are you looking for an:

- Internship
- Job shadow
- Practicum
- Project?

Slide right in to a great opportunity.  
The ERC can assist you!

**Contact Us At:**

**Kay Schwob x4104  
Director**

**Lora Bulla x4310  
Asst. Director**

The Indiana INTERNnet is a great resource where you can search for internship opportunities throughout our state.

Come to the ERC for registration information!