

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



Do you have some open spots in your schedule for next semester? Do an internship and fill both gaps in your schedule AND resume!
Call Lora at x4310 for more info!



Student Success

Jill Clements, 2006 Graduate, Psychology

As an undergraduate student at Huntington University, Clements, a psychology major, interned under Nadine DeSanto, a school psychologist for Huntington Whitley Special Services during the fall of 2005. And now that she is in graduate school at Indiana State University, she is experiencing the benefits.

"Of the other students in the incoming cohort," Clements said, "I am the only student who was able to intern under a school psychologist as an undergraduate. What an advantage!"

The ERC set up this beneficial internship for Clements because of her dream job—to become a school psychologist. She explained that psychology majors at Huntington University are trained in psychopathology and graduate with a solid understanding of psychological disorders.

"I had the knowledge," she said, "My internship gave me the experience."

The experience included responsibility. In the beginning, Clements was literally only a shadow. She followed DeSanto to learn what a school psychologist does day in and day out. She attended case conferences and observed the administration of several achievement and intelligence tests.

As time went by, her responsibility grew. Soon she was administering the Woodcock-Muñoz Language Survey to non-native, English-speaking students. She said it was one of the most interesting aspects of her internship.

Through all of this, Clements gained countless skills, including both oral and written communication skills.

"However, most importantly," she said, "I gained the ability to see a child's situation from several perspectives—the child's, the parent's, the teacher's, the administrator's, and the school's."

Clements is pursuing her master's and educational specialist's degrees in school psychology. She said the ERC internship only confirmed her desire to go into school psychology.

COMMUNICATIONS/JOURNALISM

Good Shepherd Church

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



Tri-State Advertising, Warsaw, Paid

Assist in the Public Relations function of the agency. Strong writing skills and self-starting, energetic attitude a must. THIS IS MAINLY A WRITING POSITION. Press release writing, feature article writing/interviewing/transcription work, editor and client approval process, potential photography/videography work. Web and email marketing project development, concepting, writing a possibility.

Columbia City, PAID

Audio editing, some programming—CD Rom

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 3rd parties to develop features, drafting weekly newsletters, editing articles for online publication, tracking editorial calendars and managing/updating relevant editorial contact list.

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.

Dan Quayle Vice Presidential Museum

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



ARCH, Fort Wayne, IN

NFP historic preservation organization in Allen County. ARCH seeks a part-time assistant in the office 15-20 hours/week for 12 weeks, to complete the following activities: answer phone, assist the public, database entry, filing, etc., assist with events and programs, assist with current research projects.
11/15/2006 -- 4/30/2007

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.

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.

LeaderTrek

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

FamFest, Huntington

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

GRAPHIC DESIGN/WEB DESIGN

Life Community Church, J-Term or Spring

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

Re/Max Professional, Fort Wayne

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



Ad Design, Huntington

Internship opportunities in the following areas: graphic design, sign production department, embroidery division.

Huntington YMCA, J-Term or Spring

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, Spring

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.



Specialized Printed Products, Fort Wayne, IN

Internship opportunities in either graphic design or marketing.

American Red Cross, Huntington

Looking for a bright young person to help with our web site. The site is already open and the design is OK, but what we need is someone who can work an hour or two per week to update the information on our site as the updates become available. For example, we need to post the results of our blood drives and we need to update course schedules when new classes become available.

OTHERS

The Power House Youth Center, New Haven, IN

Not-for-profit organization that provides youth a positive alternative to negative behaviors in a safe, drug free Christian environment. Internships are available in: financing, youth ministry, public relations, accounting, business, etc.

Exercise Science, Public Safety Medical Services, Indianapolis, IN

Students will gain valuable hands-on experience in the areas of treadmill testing (sub-maximal and maximal), ECG interpretation, body composition analysis (Bod Pod and BIA), muscular strength and endurance testing, flexibility testing, and fitness consultations. May be involved with research projects and data collection as well.

Indiana Golf Association, Franklin, IN, Paid

Internships available: Junior Tour Coordinator, a summer internship and Tour Assistant, a summer internship

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.

State Farm Insurance & Financial Services, Indiana

Summer 2007 (graduating between 12/07 and 12/08). Wide variety of departments in which to work, from Claims to Financial Services to Underwriting. The intern would be doing project work, developing develop critical job skills, meet new people, and gain valuable knowledge to help them as they embark on their future career. In addition, ALL majors are welcome.



Center for Children of Divided & Broken Relationships, Fort Wayne, IN

Work with director to recruit youth & parents, develop & lead trainings, evaluate program progress, recruit volunteers, attend community

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—responsible for sponsor research and lead generation—identifying prospective local companies and collecting primary contact information. Revise and manage prospect communications, design and build a sustainable sponsor sales tracking system and helping develop sponsor proposals and programs.

Fort Wayne Fever, May-August

Responsible for sponsor fulfillment and servicing—managing promotional details and/or sponsorship events, procuring promotional or premium items, managing premium item inventory, assisting with game day sponsor elements, 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.

Purdue Extension Office

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 educational fairs in Huntington County. Create list of places 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

Star 88.3 FM, Promotions

Planning and implementing promotions for a target audience, assist with station events.

Huntington University, Master of Education

Design and implement a new marketing program.

Larko Communications, Inc.

Sell airtime in the form of commercials and promotional tie ins to businesses.

Huntington County Chamber of Commerce

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

Fort Wayne Parks and Recreation

Marketing—support the administrative division with public relations, advertising, writing press releases, planning, marketing research and customer service.

YMCA/4Community, Huntington

Work with YMCA and school system to create marketing materials for a new collaboration—Huntington Wellness. This collaboration is to promote wellness in schools, businesses and organizations.

Hefner Electrical Panels, Huntington, Paid

Marketing and customer service for wiring automation machinery business. Develop brochure and mailing plan. Will provide leads and technical training. Good people skills to maintain and expand our customer base.

United Technologies Electronic Controls, Huntington, Paid

Collect data on process errors for a number of processes, key into a spreadsheet, track and analyze, and produce various reports for tracking purposes. Track the corrective actions developed to address the process failures. Must know Microsoft Access. 15-20 hours per week, but hours must occur between 6 am and 4 pm.



Marketing Photo Intern, Parkview Health, Fort Wayne, IN

Assist with photography, photo editing, digital scanning and photo digital archiving of photographic images. 1/15/07—5/11/07



Tax Preparer, Colbert/Ball Tax Service, Fort Wayne, IN

Previous tax experience preferred, Bilingual skills a plus, Excellent computer/typing skills, Ability to maintain in a fast paced environment, Customer focused, team oriented and self directed. 1/2/07—4/15/07



Marketing, Colbert/Ball Tax Service, Fort Wayne, IN

Do you enjoy talking with people? Would you like to earn Money just by talking with people? You decide your income, set your hours, outgoing/friendly personality, desire to succeed. You will be paid \$20.00 for each new client with paid tax preparation. 12/1/06—4/15/07



Marketing, Home Health Care Associates, Huntington/FW, IN

15 hours per week, reimbursed for gas mileage and other expenses. The position would not require you to always be in Fort Wayne. Public Speaking, develop marketing plan and materials, collect data, etc., travel with owner also. Sophomore/Junior year.



Sales Partners, Fort Wayne, IN

Website population, recruit for companies, events, and classes, learn the sales and leadership program (provided with training).



Lower Level of Loew—Suite 067

Call x4310 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!