

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



It's October...advising will start soon. Have you thought about a learning experience to go along with your major.??? Call Lora at x4310 for more info!



with Kelly Kaysch, Communications Major ('07)

**What companies or organizations did you intern? When did you intern and how long did the internship last?**

I've done 3 internships. I did an internship for the United Way of Metropolitan Atlanta (UWMA). I worked there the past two summers. I also did an internship for McKenzie's Hope, the child advocacy center here in Huntington.

**In what department and capacity did you work? What were your responsibilities?**

(UWMA) I worked with the resource development floor. My job was full time with its own responsibilities. I assisted in running a program called the Loaned Executive program. I assisted in the hiring and training of all the employees for this program. This consisted of over 100 phone interviews and 60 face to face interviews. This included working with our key company to assist them on any other areas where they needed help with contacts. Also, I worked with our 10 cabinet members to assist them in the process of raising the money.

(McKenzie's) I worked under the executive director in the office. I assist with the office work and coordination of the grand opening this past March. I also was the "distraction" for the children when coming in the office for an interview.

**Did either of these experiences confirm your desire to go into a specific field or did they encouraged you to go in a different direction?**

(UWMA) I have realized that non for profit is where I want my career to go. Through the past 3 years working summers in different United Way's I realized that this is something I would want to do for a career. I have learned all different aspects of non for profits and organizations through this experience and it has helped me focus in on where my career might take me.

(McKenzie's) This experience opened my eyes to a whole new side of the non for profit world. It helped me connect the fund-raising experience I have had with the organization that may be helped through that work. I realized that being in the organization is a way to connect with the cause. I realized that this is an area that I would love to dedicate my self to in the future.

**How did your classroom experience help prepare you for your internship?**

(UWMA) For my upper level communication classes, presentations are always a must. I think through these presentations I have been able to develop my speaking ability. This can translate into the business world; because speaking is part of your everyday life. Just being a communication major I realize that effective communication is the key in any organization. I realized that you must communicate with others in order to get their projects done. Also, I feel that through some ministry classes I have taken; it has shown me ways to integrate my faith into the working world.

(McKenzie's) I just focused more on communication because this was something out of my comfort zone.

## 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 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.

## 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.

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

will be a good experience for a Political Science, Government, Communica

tions, 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.

## 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.

### **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.

### **FamFest, Huntington,**

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

### **LeaderTrek**

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

## 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!!

### **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.

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

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



### **Specialized Printed Products, Fort Wayne, IN**

Internship opportunities in either graphic design or marketing.

### **Ad Design, Huntington**

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



### **American Red Cross, Huntington**

### **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.

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.

### **Purdue Extension Office, Spring**

Web development and updating website currently have—work with Front-Page.

### 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.



### 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.



### State Farm Insurance & Financial Services, Indiana

Summer 2007 (graduating between 12/07 and 12/08). We offer a wide variety of departments in which to work, from Claims to Financial Services to Underwriting. The intern would be doing project work. The intern would develop critical job skills, meet new

## OTHERS

people, and gain valuable knowledge to help them as they embark on their future career. In addition, ALL majors are welcome.



### Public Safety Medical Services, Indianapolis, IN

Internship opportunities for students in exercise science. During the internship, 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. Students may have the opportunity to be involved in research projects and data collection as well.

### Parkview Huntington Hospital

Creating a Community Health Resource Directory for Huntington County. Great opportunity to learn more about our 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—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.

### 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

### 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.

### 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.

### 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

Small two person part time business wiring automation machinery, looking for someone part time to do marketing and customer service. Good people skills to maintain and expand our customer base, through phone and in person contact. Will provide leads and technical training. Secondly assistance developing a brochure and a mailing plan.



### BKD, LLP, Fort Wayne, IN

One of the 10 largest CPA and advisory firms in the U.S., helps growing companies and high net-worth individuals go beyond their numbers by applying our technical expertise, unmatched client service and disciplined delivery of solutions. Interns will receive experience in both tax and assurance services. Must be an accounting major and have completed junior year at time of internship.



### United Technologies Electronic Controls, Huntington, Paid

As part of ongoing quality improvement process, collect data on turnbacks (process errors) for a number of processes throughout the plant. Once the data is collected, key into a spreadsheet, tracked and analyzed, produce various reports for tracking purposes. This position would also be responsible for tracking the corrective actions developed to address the process failures, again mostly inputting data and creating reports. The work is currently performed in M/S Excel, but we would like to migrate to M/S Access. Strong Excel user and must be able to create databases, input screens, reports and charts. 15-20 hours per week, but hours must occur between 6 am and 4 pm.



Lower Level of Loew—Suite 067  
Call [x4310](tel:4310) for more details!!!



# ENTERPRISE RESOURCE CENTER

HUNTINGTON UNIVERSITY

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Are you looking for an:

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- Practicum
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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!