

The Enterprise Resource Center—we're all about pairing students with area businesses for internships, practicum experiences, projects and job shadows.

## **Do you need help with your**

- **Résumé?**
- **Cover Letter?**
- **Interview Skills?**

**Let us help you  
make a good first  
impression!!!**

It's never too late to start an internship!

Call x4104 for more info!  
Loew-Brenn Hall  
Lower Level, Suite 067  
[www.huntington.edu/erc](http://www.huntington.edu/erc)

## **What an Internship Can Do For You!**

**1.** With more and more people doing internships, employers are coming to expect to see them listed on the resumes of potential employees.

**2.** Internships often turn into job offers. All the more reason to do an internship and to take the job very seriously -- it is the first impression you make on who may be a future employer.

**3.** An internship is a great way to get an inside glimpse of a company, an industry, and a particular occupation. It can help you discover if the career you are considering is right (or wrong) for you.

**4.** So, you heard a rumor that your roommate's brother's girlfriend knows someone who interns at your ideal company? If you have a connection, build it up!



**5.** Do you already have a job or internship? Make the effort to build relationships with others within the company and to learn more about the company. When you're ready to job search, having connections at a company or knowing someone who can pass your resume along is extremely helpful.

**6.** Take the time to meet and talk with as many people as possible about your career goals, you will be far ahead of your fellow students still playing hearts and ping pong!!

## COMMUNICATIONS and JOURNALISM

### **Providence Communications/QC Printing, Fort Wayne, IN Editorial Intern**

Responsibilities include research for articles, preparing questions for interviews, conducting phone, in person and group interviews, scheduling appointment for other staff writers, writing articles, shadowing ad designer, graphic designer and managing editor.

### **Sonrise Church, Fort Wayne, IN Media Director Internship, Paid**

Intern will develop and oversee video production and visual media. Recording and editing weekly messages, storyboarding and podcasting on website.

### **Greater Fort Wayne Chamber of Commerce, Fort Wayne, IN Communications/IT Intern, Fall 2007, Paid**

The selected candidate will gain experience in marketing the program, public relations, and communications. She/he will research retention issues and write articles to keep the Graduate Retention initiative in front of employers. Must be able to write well and proofread work. For the IT portion of the position, the intern will assist with maintaining the GR website. Experience with programs

such as Go Daddy or in designing a website would also be a plus. The student will broadcast department messages through Constant Contact on occasion.

### **The Waynedale News, Fort Wayne, IN Journalistic Intern**

Intern required to cover events in Southwest Fort Wayne. Beginning writers welcome to apply.

### **Launch City Party Group, Fort Wayne, IN Event Planner and Coordinator, Starts 9/3/07**

Some knowledge of marketing strategies, good work ethic, able to work with minimal supervision, able to work in a strong team environment, timely, creative and some writing abilities desired.

### **New Haven Chamber of Commerce, New Haven, IN Office Assistant Internship, unpaid**

Duties include updating the website with information, calendar, surveys, and photos from Chamber events, development and implementation of community events and fundraising, writing newsletter.

## OTHERS

### **Indiana Senate Democrat Caucus, Indianapolis, IN Legislative Internship, Starts January 2008**

The Indiana Senate Democratic Caucus intends to hire 14 Interns who will work closely with Democratic State Senators during the upcoming legislative session. Projects will include conducting research on pending legislation, analyzing bill content at each step of the legislative process, attending to constituent casework, staffing committee hearings, and compiling and processing bill data. Other specialty Interns could be assigned to work in media relations, with our fiscal and policy staff, or with our attorneys. No specific major is required, but strong written and verbal communication skills are essential, as well as an interest in state politics.

### **Crisis Management Institute, Fort Wayne, IN Grant Writing Intern, Paid**

Identify new funding sources through research, write, prepare and edit new grant proposals from federal state and private sources, facilitate work groups for preparation of grant proposals, management of pre-submission process, assist with post-award monitoring process.

### **Seminary United Methodist Church, Roanoke, IN Youth Director Intern, Paid**

Assist the coordinator in establishing a Kids' Club open to all children in the community. Prepare weekly youth activities, work with volunteers and youth, procure supplies, attend various committee meeting.

### **Indiana House of Representatives, Indianapolis, IN IN House of Rep. Internship, Starts January 2008, Paid**

The 2008 Indiana House Internship Program provides great opportunities for college students who want to gain valuable professional experience in a high-profile position as a valued member of the Indiana General Assembly Staff. Interns will work closely with legislators, state officials and others directly responsible for developing state governmental policies. The internship

program gives interns significant opportunities for a wide range of duties within the realm of legislative session activities. Several positions available including, member services, communications, policy and fiscal. All of which, play a significant role in the process.

### **Fort Wayne Ballet, Fort Wayne, IN Costume Shop Assistant, Fall**

Intern will assist with design & construction of costumes, props, sets for the 2007-2008 performance season, assist with Youth Company performances, assist with cleaning, storage & inventory of costumes and assist with categorization & organization of research files. Experience preferred to include costume, prop & set design and construction.

### **Girl Scouts of Limberlost Council, Fort Wayne, IN Program Delivery Specialist**

intern filling this position would benefit by having an opportunity to work with urban area girls in at-risk environments. Delivers and extends Girl Scout Program by providing customized programs aimed at membership expansion for the cultivation, recruitment, and retention of members within geographic area.

### **Fort Wayne Basketball Group, Fort Wayne, IN NBA D League Basketball Team Internship**

Internship with D-League, is the National Basketball Association's officially sponsored and operated developmental basketball organization. The next NBA Development League season will run from November 28, 2007 through April 15, 2008. The team name is the Mad Ants! Job responsibilities will be varied but may include sports marketing, sales and operations.

### **Huntington YMCA, Fitness Intern, Paid**

Intern will conduct BMI and strength testing on 3rd and 4th graders in conjunction with Huntington County Wellness and Health Fair. Intern could also work with 3rd graders with fitness, swimming and healthy choices programs.

## BUSINESS, MARKETING and ACCOUNTING

### **Graduate Media & Marketing, Fort Wayne, IN Advertising Coordinator, Paid**

Active students who have strong verbal skills & are able to communicate the college experience. Providing student feedback to both clients and prospective advertisers. Students who are confident, goal oriented, socially outgoing, hard working, and interested in advertising & media communications. The position requires coordinating message board campaigns with local sponsors in an upbeat and confident manner. Answer questions and concerns regarding the Wipe Away message board campaign, Provide creative feedback to clients, regarding advertisement design, Utilize your current college experience to promote the message board campaign to local clients/prospects. Administrative duties include; providing daily reports, client paperwork, artwork submission, and billing options. We will train you fully!

### **WestPoint Financial, Fort Wayne, IN or Indianapolis, IN Spring or Summer, PAID**

Investment and Insurance Intern in the Indianapolis area for next summer. Intern will study for Life/Health license and will be involved in a 90 day training program. Business Intern will work with the database, preparing illustrations but will not prepare for license.

### **Huntington County United Economic Development Corporation, Huntington, IN Marketing/PR Intern, Paid**

Responsibilities include developing content for newsletter, write and edit press releases, help maintain information for the website, and complete various other projects as required.

### **Merrill Lynch Fort Wayne, IN Finance and Insurance Intern**

Work directly with a financial advisor as an assistant to develop and create client review presentations and plan company events.

### **Fort Wayne Chamber of Commerce, Fort Wayne, IN Member Relations Marketing Intern, Paid**

Assist with management of communication and marketing campaigns, as well as general membership relationship building. Special Event planning may be required, but is not a priority for this position. The position will also be responsible for professional communication among internal staff and the Chamber member base in order to meet specified directives and build strong rapport. Responsibilities Support member relations team in planning for member-related events, Proactively contact membership as required to support member retention, Create and distribute communications as necessary, Editing and proofing as necessary, Coordinating materials/information needed for marketing and communication plan development, Write Marketing and communication plans where appropriate.

### **YMCA of Greater Fort Wayne, Fort Wayne, IN Marketing Internship, unpaid**

Responsibilities are to help maintain the association's Web site, develop content for the YSpirit newsletter, write and edit press releases, design association publications, assist in planning YMCA events. Must have knowledge of Photoshop & Quark Xpress software, layout experience, excellent writing and communication skills, web design experience (a plus).

## RECREATION MANAGEMENT

### **Shuffleboard Indoor Fun Spot, Fort Wayne, IN Customer Service/Marketing/Event Planning Intern, Paid**

Greet customers and assign them to a court, Gain knowledge of the game and assist in answering questions, Open and/or close the store and concession food area, Run registers, Assist in food inventory, Assist in cleaning and maintaining the facility .

### **Fort Wayne Children's Zoo, Fort Wayne, IN Recreation Intern, April—October**

Plan, develop and implement a variety of brief recreational activities to add value and variety to the visitor experience while circulating the zoo grounds offering these activities. Assist with delivery of special events.

### **Fort Wayne Wizards, Fort Wayne, IN 5 Internships available - 3 paid and 2 unpaid**

Submit Resume by October 31, 2007

Internship positions include:

Pocket Schedule distribution and deliveries; Mascot Appearances; Group Sales to day Camps/Day Cares, Senior Homes, Church Groups; Picnic Set-up and Picnic Breakdown; Various Game Day duties and In-Game duties; Annual Client/Team/Staff Golf Outing; Annual Boy Scout and Girl Scout Overnight; Pre-Season work late March/early April 2008. Internships could lead to full time for 2009 Season.

## GRAPHIC DESIGN and WEB DESIGN

### **Stumps Printing Company, South Whitley, IN Graphic Designer, Starts ASAP**

Graphic design major with experience in QuarkXpress v.6 or 7 and Photoshop in a Mac environment. Responsibilities include producing and revising catalog pages, logos and graphics.

### **Mignone Communications, Huntington, IN System Operator**

Intern must have computer skills in both Mac OSX and Windows platforms, Quark, InDesign, Photoshop and Illustrator. Responsibilities include preflighting client supplied files, color retouch, proofing, imposition and plating.

### **Weckmuller Fine Chocolates, Pierceton, IN Website Developer Intern**

Learn about many different facets of creating a web-based business while gaining experience to build your resume. The ideal candidate should have an appreciation and desire for chocolate as "tasting" will be a requirement. Responsibilities are to design a user friendly website that reflects the product line and ordering process, be able to take direction while being creative in the design and layout of a website, allows for interactive sections (i.e., request for information and ordering); and include photos from current and future products.

## *Not sure what you want to major in?*

Call Martha Smith in the Career Development Office at x4040.

Are you looking for

- Internships
- Job shadows
- Practica
- Projects

The ERC can assist you!

***Need assistance in writing your resume or cover letters? Have you had a mock interview? Call x4104 to schedule an appointment!***

### **The Indianaintern.net**

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

Visit the ERC for registration information!

### **Contact Us**

Kay Schwob x4104  
*Director*

## *The Process: Start to Finish!*

- Stop in or visit the ERC Website ([www.huntington.edu/erc](http://www.huntington.edu/erc)) to get information on different types of ELO's (job shadow, practicum, internship, special projects)
- Pick the best type for your situation
- Read the ERC newsletter and see if anything sounds interesting
- Call the ERC and set up an interview (x4104)
- Obtain the contract form in the office, or on the website
- **Fill out page 1 of the contract with your advisor**
- Get advisor's signature
- Dress appropriately and come to the ERC interview
- If not yet accomplished, finish page one of contract form and return to ERC
- ERC Staff works on finding a placement if student doesn't have one lined up
- Student is notified of their placement
- ERC finishes page two of the contract
- The contract **MUST** be turned in prior to the start date of the experience
- Contract made into PDF and sent to advisor, supervising professor, dean, career services, student, and employer
- Hard copy of contract is sent to registrar
- Student begins experience
- Student keeps a log of experience
- ERC visits student and supervisor during the experience

### **\*\*At the end of the experience:**

- Student will complete an exit interview with ERC
  - Write a Thank You Note
  - Finish up Evaluation Forms
- Student will also finish the necessary requirements in order to receive full credit
  - A copy of these requirements is to be sent to the ERC as well as professor

**\*\*Note: No grade/credit will be granted for this experience until these final steps have been completed!!**