

The Enterprise Resource Center is all about pairing students with area businesses for internships, practicums, special projects and job shadows.

Did you know?

1. **Over the course of a lifetime, the average American changes jobs 10 times and switches careers three times.** (according to a 2002 report by the US Bureau of Labor Statistics)
2. **57% of job seekers utilize the Internet for submitting resumes and applying for jobs** (according to a recent survey conducted by the Conference Board, a non-profit research organization).
3. **Research conducted by Beyond.com shows that the highest traffic period for job seekers to view job postings online occurs between 10am & 2pm.**

It's never too late to consider an internship. Want to find out more?

Call Joanne at x4310
Loew-Brenn Hall
Lower Level, Suite 067
www.huntington.edu/erc

HOLIDAY SEASON IS THE PERFECT TIME FOR NETWORKING

Hiring slows down during December but it's the best time of year for you take advantage of your opportunities to network. With more parties and social gatherings, you will have more occasions to mingle. As you casually chitchat, remember to ask where somebody works and learn a bit about their job. File the information away to help you create, advance or develop a networking relationship.

Commonality is a Key. An outside interest or hobby can be a foundation for developing a professional connection. Golfing, skiing, scrap-booking, school fundraisers, photography, working-out, neighborhood parties -- any group activity can lead to new contacts.



Networking Dos and Don'ts

Do ...

- Take the initiative at a meeting or gathering of people and introduce yourself.
- Learn a person's first name, shake hands and repeat the name in the conversation.
- Make small talk, maintain eye contact and look for a common connection.
- Be active in introducing others and explaining any common link they might have.
- Have a sentence or two prepared that describes the professional you in a concise friendly way.
- Invite someone you want to get to know to a party or event you are hosting or attending.
- Offer to be a resource to others.

Don't ...

- Don't be a pest. Once you cross the line it is hard to recover.
- Don't exclude people. Everyone has connections in both low and high places.
- Skip the one-upmanship. It does not make friends or influence people.
- Don't monopolize the conversation.

Networking is now a strategy for learning how to improve on the job. Getting to know other people with whom you can share information, explore ideas, and problem-solve will be an asset to your long-term career success. So be happy, jolly and NETWORK this holiday season.

COMMUNICATIONS, DMA and GRAPHIC DESIGN

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 appointments for other staff writers, writing articles, shadowing ad designer, graphic designer and managing editor.

The Waynedale News, Fort Wayne, IN Journalistic Intern

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

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.

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.

MediaSauce, Carmel, IN Animation Intern

Interns will work on various aspects of animation projects including design, vectorization and animation and syncing music.

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.

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).

DeBrand Chocolatier Sales & Marketing Intern, Paid

Intern is needed to research and contact new businesses. Must demonstrate initiative, have good phone etiquette, be computer literate, have good organizational skills, be able to pass a math test and have a positive attitude.

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.

OTHER

Crisis Management Institute, Fort Wayne, IN
Grant Writing Intern, Paid
Identify new funding sources through research, write, prepare and edit new grant proposals form federal state and private sources, facilitate work groups for preparation of grant proposals, management of pre-submission process, assist with post-award monitoring process.

Dan Quayle Center, Huntington, IN
General Intern, Paid
Intern is needed to assist in tours and catalog and categorize collections. The pay is \$6.25/hour with hours form 9:00 a.m. to noon or 1:00 p.m.

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 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.

Vera Bradley, Fort Wayne, IN
Application Developer, Starts January 2008
Intern will assist the IT group with application development and support end users and assist in

designing and developing reports per user end requirements. Must have experience with application development tools such as Visual Studio.Net and Crystal Reports.

Vera Bradley, Fort Wayne, IN
Network Support Intern, Starts January 2008
Intern will assist with infrastructure support to end users on a variety of PC issues and assist identifying, researching and resolving technical problems. Must have experience working in administrative support and knowledge of Microsoft Office software.

Rose's Bouquets: A Weddings-Only Florist
Floral Assistant, Starts late Spring
Intern will learn and apply general floral conditioning techniques; simple design and rental preparation; delivery and set-up of basic orders; maintenance of rental items, tools, equipment and work area; general office duties; utilizing excellent customer skills when relating with clients and vendors.

LDM
Missionary Intern at a Summer Camp for the Mentally Impaired
Interns must have a willing heart to serve, being actively involved with assigned cabins and fellowship with campers, being actively involved with helping/leading camp activities and offering assistance in packing and unpacking at each camp site. Interns are expected to raise \$1500 and camp will match \$1500. Camp runs from May 27th—August 9th.

**Call 359-4310 to
set up your
internship today!**





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
- Practicum
- Projects

The ERC can assist you!

The ERC provides assistance with

...Resumes

...Cover Letters

...Mock Interviews

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

Joanne Green x4310

Experiential Learning

Coordinator

THE INTERNSHIP PROCESS: START TO FINISH

- Stop in or visit the ERC Website (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!!