

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

FORTUNE surveyed over 3,700 business people to vote for companies that they admired most, here's what they said:

**America's Most Admired
Companies**

1. Apple
2. Berkshire Hathaway
3. General Electric
4. Google
5. Toyota Motor
6. Starbucks
7. FedEx
8. Procter & Gamble
9. Johnson & Johnson
10. Goldman Sachs Group
11. Target
12. Southwest Airlines
13. American Express
14. BMW
15. Costco Wholesale (tied w/BMW)
16. Microsoft
17. UPS
18. Cisco Systems
19. 3M
20. Nordstrom

Taken from the March 17, 2008 issue of Fortune Magazine.

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

NICE EXPO JOB FAIR

Tuesday, April 15, 2008

2:00—6:00 p.m.

Landmark Reception & Conference Centre

<http://asp.symplicity.com/nice>

**NEED A JOB? LOOK NO
FURTHER...**



Are you getting ready to graduate in May? Are you looking for a job? How about an internship? If you answered yes to any of these questions then you need to attend this job fair!

HU along with 8 other local colleges and universities have joined forces to organize this Expo. Over 50 businesses and organizations will be in attendance. And they're coming because they want to hire you!

Dress professional! Bring plenty of copies of your resume! Don't forget to research the organizations that are of interest to you.

To RSVP contact the ERC at x 4310.

Let the ERC help prepare you for this Expo. We'll gladly review your resume or take you through a mock interview.

Driving Directions: 6222 Ellison Rd., Fort Wayne, IN
Take 24 E towards Fort Wayne (18 mi.)
Turn RIGHT onto Liberty Mills Rd. (.2 mi.)
Turn RIGHT onto Ellison Rd. (.2 mi.)

COMMUNICATIONS, DMA and GRAPHIC DESIGN

MediaSauce, Carmel, IN

Animation Intern

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

Indianapolis Art Center, Indianapolis, IN

Marketing Intern

Intern will be exposed to a wide variety of duties, starting with production and design to public relations to various cross-cultural administrative tasks. He/she will learn about the intricacies of a nonprofit organization as well as gain hands-on experience in marketing, visual communications and public relations areas. Duties include designing of various print and electronic materials, brainstorming marketing strategies to promote Art Center events, classes and exhibitions, writing and editing copy, and media relations.

Remedy.fm, Fort Wayne, IN

Promotions Assistant

Intern will assist in organizing, planning and implementing concerts and teen events; serve as a liaison between Remedy.fm and churches to set up appearances at churches on Sunday mornings and for youth groups on Sunday nights; and maintain database of churches and "street team."

Video Producer of All Request Show

Hours are M-F 2:00 – 6:00 p.m. Intern will produce videos to be use don camera during the afternoon show; mix videos for use with theme of show; and possible voice tracking for other air shifts.

Weekend Broadcaster

Intern will produce and host a 3-5 hour broadcast on Saturdays and Sundays and voice track promos, spots, etc. as needed.

BUSINESS, MARKETING and ACCOUNTING

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 Metals, Fort Wayne, IN

Accounting Intern

Intern will perform studies and analysis to establish scrap factors and yield percentages; match finished good part numbers to raw material part numbers in ROSS and filemaker.

CHURCH MINISTRY

First Baptist Church, Darlington, WI

Summer Worship Leader Intern, Paid

Intern will lead Sunday morning worship singing and weekly rehearsals of worship team and play for funerals and other special events. He/she must be able to lead corporate worship from piano or guitar, lead worship team and incorporate a variety of worship styles (choruses, hymns, contemporary, gospel). Position is 15-20 hours/week.

Summer Youth Ministry Intern, Paid

Intern will assist in planning and leading youth events and weekly activities, while investing personal time in students. He/she will also assist in planning and leading weekly senior and junior high meetings and participate in planning and leading of youth missions trip. Position is 15-20 hours/week.

Children's Pastor Intern, Paid

Intern will work with Children's Pastor to develop after school program, plan summer ministry (VBS, one-on-one outings and special events) and recruit and train volunteers. Position is 15-20 hours/week.

Zanesville United Methodist Church, Zanesville, IN

Worship Leader Intern, Paid

Intern will assist as a praise team member and be on rotation as worship leader. He/she should plan on attending both Sunday morning services, participate in choir and attend rehearsals. Reimbursement is \$10-12/hour plus mileage (church is 20 miles from HU).

Life Community Church, Hilliard, OH

Children's Ministry Intern, Paid

Intern will experience all aspects of children's ministry from interacting with kids to handling the accounting side of the department. Check out this nontraditional approach to working with children. Food and housing will be provided. Internship to start in July. Their website is <http://lifecommunity.com/>

Parma Heights Baptist Church, Parma Heights, OH

Children and Youth Summer Intern, Paid

Looking for a junior or senior ministry major who has the desire to work with children and youth in a large, suburban church setting. Intern will be paid \$3,000 for a 10-week program.

CAMPS

Skyhawks Sports Academy Summer Counselor

Skyhawks Sports Academy is the largest provider of sports programs for kids. These camps stretch from Gary to Fort Wayne and many cities in between, with programs in Indianapolis, Chicago, Detroit, Dayton and all other major cities in Ohio. They are looking for well-rounded individuals who have a passion for teaching youth about sports in a fun, safe, and interactive environment. <http://www.skyhawks.com/>

King's Domain, Oregonia, OH Summer Recreation & Activity Staff

Interns will facilitate various experiential learning activities for summer camps. They will be responsible for the physical and emotional safety of the groups which they are leading, as well as debriefing the various activities. Interns will have the opportunity to develop programs in the areas of outdoor recreation and nature appreciation. This experience will also be rich with opportunities to share the love of Christ with underprivileged youth from urban areas.

OTHER

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 from 9:00 a.m. to noon or 1:00 p.m.

Vera Bradley, Fort Wayne, IN

Vera Bradley has internship opportunities in the following areas: customer service, IT, marketing, product development, and foundation for breast cancer. Interested persons should apply online at <http://www.verabradley.com/Site/Home.aspx>. Follow the Career Opportunities link to learn more about their internships.

Fort Wayne Chamber of Commerce, Fort Wayne, IN Grant Writing Spring Intern, Paid

The Chamber is looking for a junior or senior who is interested in researching new grant funding sources and writing grants. Interns will be expected to write in a technical, narrative format, work independently, keep record of grant application deadlines and interact professionally with staff and Chamber visitors. Compensation is \$8.00/hour, working 15-20 hours/week.

ITT Aerospace/Communications Division, Fort Wayne, IN Summer Computer Science/IT/Software Intern, Paid

ITT is looking for a junior or senior Computer Science major with at least a 3.0 GPA. Interested candidates should apply online at <http://sh.webhire.com/Public/591/ACD.htm>. Query on internships to view posting.

Faith Christian Academy of Whitley County, Columbia City Teaching Assistant

Intern will assist elementary teachers with daily tasks which include leading small group activities and individual tutoring/assistance. Possible paid positions available.

Zimmer, Inc., Warsaw, IN Chemist Intern

The Tribology lab is looking for an upper-class biology, chemistry or exercise science major to help prepare and handle bovine serum and additives that are used in the wear testing of femoral hip implants in wear simulator machines.

Experience could begin as early as April and run through the summer.

Medtronic Spinal & Biologics, Warsaw, IN PC Technician, Paid

Intern duties include installing computers/software, responding to users help requests, possible programming opportunities and various other tasks.

Roanoke Chamber of Commerce Writing Intern, Paid

The Chamber is looking for individuals to interview local business professionals and write follow-up story for publication in Chamber newsletter. Interns will be reimbursed \$15/story.

Wildlife Prairie State Park, Peoria, IL Summer Forestry/Grounds Keeping Intern

Looking for intern majoring in biology, rec. mgt. or related field to maintain tree plantings, conduct tree surveys, remove hazardous trees, maintain wetland area, monitor invasive insect populations.

Indianapolis Children's Museum Summer Interns

Interns work as part of a team, completing significant projects, giving input and seeing results. Whether working directly with children or within administrative departments, interns contribute to the museum's mission to create extraordinary learning experiences that have the power to transfer the lives of children. The deadline for applying for a summer experience is April 4. Check out this link to find out more: <http://www.childrensmuseum.org/generalinfo/interns.htm>.



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!

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!!