

The Enterprise Resource Center exists to match students with area businesses for internships, practica, special projects and job shadows.

The ERC also provides assistance with

- ❖ *Resumes*
- ❖ *Cover Letters*
- ❖ *Mock Interviews*

Not sure what you want to major in?

Call Martha Smith in the Career Development Office at x 4040

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experiential **LEARNING OPPORTUNITIES**

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Looking for an internship? Check out these possibilities! If you find one of interest, contact us and be prepared to send us a copy of your resume.

If you have a specific organization or type of organization in mind that is not listed, contact us and we'll be happy to help you connect with them.

Caterpillar, Peoria, Illinois

Summer Interns

Caterpillar has grown to be the world's largest maker of construction and mining equipment, diesel and natural gas engines, and industrial gas turbines. They offer a variety of summer internships including (but not limited to): accounting; communications/public affairs; environment, health and safety; finance; human resources; information technology; purchasing; technical marketing. For more information check out their website: www.cat.com.

Victory Learning Institute Childcare Ministry, Fort Wayne, IN

Marketing and Recruiting Intern

Victory Learning Institute is a full service child care facility for infants through pre-school with emphasis on special needs children. Intern responsibilities include schedule tours of facility, schedule client screenings, set up open house events and health fairs, create and update marketing materials, etc.

Childcare Administrative Assistant

Intern responsibilities include keeping updated attendance records and files on children and staff, working closely with Director to oversee document and procedural updates, maintain reports of findings and plans of correction, handle correspondence and retrieve mail, greet and assist visitors, etc.

Warsaw High School, Warsaw, IN

Writing Center Tutors

Warsaw high school is seeking writing

tutors who have a love for writing and are genuinely passionate about helping others develop writing skills.

Fort Wayne Civic Theatre

Technical Theatre Production Intern

Paid (approximately \$1500 per production – 20 hours/week)

Winter Internship job description (9 weeks): January 26 – March 30, 2009
To work on all aspects of technical theatre production, to serve as the Technical Director's assistant on the production of *FRANKENSTEIN THE MUSICAL*, and a variety of duties related to this position and production.

Spring Internship job description (9 weeks): April 6 – May 31, 2009

To work on all aspects of technical theatre production, to serve as the Technical Director's assistant on the production of *THE FULL MONTY*, and a variety of duties related to this position and production.

Bradford Woods, Martinsville, IN

Summer Internships

Bradford Woods is Indiana University's Outdoor Center (housed within the Recreation, Park, and Tourism Studies Department) and supported by the Riley Children's Foundation and Riley Hospital for Children in Indianapolis. Bradford Woods operates 10 weeks of summer camp for children and adults with disabilities and chronic illnesses. They are seeking to fill a variety of summer positions. For more information check out their website: www.bradwoods.org.

Check out more opportunities on page 2!

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Fort Wayne Ballet

Costume Shop Assistant

Intern to assist with design and construction of costumes, props and sets for 2008-09 performance season; Youth Company performances and cleaning, storage and inventory of costumes.

The Greater Greenwood Chamber of Commerce, Greenwood, IN

This Chamber is looking for an intern who is interested in making a real difference at a Central Indiana non-profit. The responsibilities are heavily-concentrated in written communications, including: press releases, news stories, brochure design, and program design. The responsibilities also include planning and staffing special events. Volunteer committee interaction and leadership is also required. Check out their website: www.greenwood-chamber.com

Brookside Church, Fort Wayne **Family Impact Worship Leader**

Intern will lead Wednesday evening worship in a contemporary family worship service. Time commitment includes Wednesday evenings and preparation time. Gas cards will be provided to help cover transportation costs.

Vera Bradley, Fort Wayne **Marketing Creative Internship**

Vera Bradley is looking for an graphic design junior or senior to assist in all aspects of the marketing department with a focus on design. He/she will work with the Art Director and Graphic Designers on projects from production layout to photo shoot assistance. Learn about prepress production, photo styling, catalog layout design, and marketing.

Pathfinder Services, Huntington **Marketing Intern**

Pathfinder is looking for a student to help them launch and manage a marketing and fundraising initiative utilizing social networking venues such as Facebook, MySpace, blogs, vlogs, Linked In, etc.

L Spa Modern, Fort Wayne **Marketing Intern**

L Spa Modern is a unique "Hollywood" style spa with private hair suites located inside the spa. Intern will manage all electronic marketing including MySpace, Facebook, Google and Yahoo links, spa website, YouTube and Flickr. Intern will also manage all advertising and marketing campaigns. Intern will receive cash bonuses for completed projects.

L Spa Modern, Fort Wayne **Retail Sales and Marketing Intern, Paid**

L Spa Modern is a unique "Hollywood" style spa with private hair suites located inside the spa. Intern's daily duties include: customer service for new and existing clients, sales of products and services, opening and closing of the salon, operation of custom industry software, setting up displays, developing new advertising ideas and refining client protocols, Pay is \$7.00/hr plus potential monthly bonus (average \$300-500/month). Internship to begin in December.

Majic 95.1, Fort Wayne **Unpaid Internships**

Majic is one of northern Indiana's most popular radio stations with national connections to help interns network. They offer a host of experiences including: morning show host, marketing, web design, sales, radio side of music, production, etc. If you've always wanted to explore the opportunities available at a radio station, check out Majic.

Fort Wayne Children's Zoo **Public Relations Intern, Unpaid**

Intern to assist with creation, promotion, and delivery of special events, develop and set up fundraising activities, create a press kit for the zoo and assist with writing of media releases and articles for zoo publications.