

Management, Entrepreneurship, and Business Administration Internship Opportunities – Summer 2024

The Following information covers multiple internship opportunities for students. It is completely up to you as the student to contact the individual listed and discuss with them the potential to intern with their firm. Once you have finalized your internship, please complete the Internship Application and have the employer complete the Employer Data Sheet which can be found at <http://www.mtsu.edu/management/internships.php> and submit them to Dr. Shanine via email Kristen.shanine@mtsu.edu, fax, or in person. In addition, you can come by the office to speak about internships, the requirements, or just to discuss the program as a whole with Dr. Shanine in BAS N143 or with Deborah Roberts in BAS office N147, via phone by calling 615-898-2745, or via email Deborah.roberts@mtsu.edu.

*In addition to the below listed internships, you can always visit [MTSU's career development site](#) for additional opportunities. Handshake is MTSU's online recruiting database for professional entry-level positions and **paid** internships that prepare students for professional career fields. Handshake is the first-place employers connect with our student's campus-wide, and positions are continually updated.*



The Tennessee Small Business Development Center At Middle Tennessee State University

Internship Opportunity

The Tennessee Small Business Development Center (TSBDC) at MTSU is soliciting interns for the upcoming semester. TSBDC interns will assist in a range of business-oriented functions while working with potential and current business owners in Middle Tennessee.

Interns will work under the guidance of a business counselor and will perform activities including, but not limited to, general research, business plan development, business plan review, operations analysis, financial analysis, market plan development, good and service portfolio analysis, logistics and supply chain analysis, creation of training materials, and presentation of recommendations to clients.

This is a paid internship and will require fifteen to twenty hours per week, on a static schedule. This internship is open to juniors and seniors in the Jones College of Business. Work is done in-person at our location in the Rutherford County Chamber of Commerce (3050 Medical Center Parkway, Murfreesboro, TN 37129).

Interested students should submit resumes and cover letters to Walter Castillo (wcastillo@tsbdc.org).



FSD Intern Position: Training and Development

Company Overview:

Firestone Direct is a leading organization in the automotive industry, specializing in high-quality tires and automotive services. With a strong commitment to customer satisfaction and continuous improvement, we strive to provide exceptional products and services to our valued clients.

Position Overview:

We are seeking a motivated and passionate intern to join our team as a Training and Development Intern. This internship will provide an excellent opportunity to gain practical experience in the field of training and development while working with a dynamic and dedicated team. The intern will play a vital role in assisting with various training initiatives and contribute to the overall growth and success of our organization. This is an unpaid internship; however, we offer the opportunity to earn credit hours.

Responsibilities:

- Collaborate with the Training and Development team to design, develop, and update training materials, presentations, and resources.
- Assist in the coordination and logistics of training programs, including scheduling, and participant communications.
- Conduct research on industry best practices and emerging trends in training and development to enhance the effectiveness of our programs.
- Support the creation and maintenance of training documentation, including training manuals, guides, and job aids.
- Assist in organizing and facilitating training sessions and workshops, ensuring a smooth and engaging learning experience for participants.
- Help evaluate the effectiveness of training programs through data collection, analysis, and feedback surveys.
- Contribute to the design and implementation of training initiatives.
- Collaborate with subject matter experts to gather content and ensure training materials align with organizational objectives and standards.
- Stay updated on the latest advancements in training technologies and recommend innovative approaches to enhance learning experiences.

Qualifications:

- Currently enrolled in a relevant Bachelor's or Master's degree program, preferably in Human Resources, Organizational Development, Psychology, or a related field
- Strong passion for training and development, with a desire to learn and grow in the field.
- Excellent verbal and written communication skills, with the ability to convey information clearly and concisely.
- Detail-oriented mindset with strong organizational and time management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with e-learning platforms and authoring tools is a plus.
- Demonstrated ability to work effectively in a team environment, collaborating with diverse stakeholders.
- Strong research and analytical skills, with the ability to gather information and present findings in a structured manner.
- Adaptability and willingness to take on new challenges in a fast-paced environment.
- Possess a functional and reliable computer with internet access to effectively perform job responsibilities.

Classification of Students:

Junior, Senior, Graduate student.

Paid/Unpaid:

This position is unpaid but offers the opportunity to earn credit hours.

Remote/In-person/Hybrid:

This position is remote but offers the opportunity to work in the Bridgestone Tower in downtown Nashville.

Approximate Hours per Week:

8 – 15 hours per week

How to Apply:

To apply for this internship opportunity, please submit your resume, a brief cover letter highlighting your interest in training and development, and any relevant academic or professional experiences. Send your application to fletcherkyera@bfusa.com. We will review applications on an ongoing basis and contact candidates for interviews.

Note: Firestone Direct is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from individuals of all backgrounds and experiences.

We appreciate your interest in joining Firestone Direct and look forward to reviewing your application.



Internship Description

HoneyHill HomeCare, LLC will provide the intern with opportunities allowing hands-on experience on a broad range of projects. The intern will gain experience in several areas of business. Rebecca Cutter, HoneyHill HomeCare's Executive Director, will delegate tasks to the intern as needed.

Although our business is to send caregivers into our client's homes to provide non-medical home care assistance, the intern will not have responsibilities assigned related to directly providing in-home care services for our clients.

The scope of the intern responsibilities will be, but not limited to, the following:

- Inside and outside sales
- Online marketing and SEO
- Social media and website management
- Volunteering and networking within our market's community of like-minded businesses
- Human resources i.e. interviewing, recruiting, scheduling, etc.
- Office & Administrative work i.e. filing, answering phones, organizing, etc.
- Running errands to stock up on office supplies, drop brochures off, grab lunch or coffee, etc.
- Data entry into our CRM database
- Analyze and compare our competition and create Excel spreadsheets displaying the data found.
- Accounting, Recordkeeping, Filing
- Putting existing marketing materials and "Client & Sales Call Folders" together
- Develop creative marketing materials with guidance of their supervisor

We are looking for interns who possess the following characteristics:

- Strong work ethic
- Team player
- Attentive listener
- Personable
- Able to adapt and problem solve
- Flexible
- Eager to learn

Contact Rebecca Dunaway, executive director at bdunaway@honeyhillhc.com for more information.



Looking to become an intern serving the homeless and disadvantaged for Rutherford County?

The Journey Home Internship Program is an unpaid, semester-long internship that offers university students the opportunity to explore the world of nonprofit work. The goal of the Internship Program is to link college coursework and theory with career responsibilities and expectations to help students visualize their future.

Founded in 2006, The Journey Home is a Christian ministry that serves the homeless and disadvantaged of Rutherford County. The agency does this by meeting basic needs with day-to-day resources like meals and food staples, laundry and shower facilities, restrooms and hygiene products, clothing, communication resources (mail service, public phones, computer and internet access), and case management services including coaching and referrals through our outreach center.

The agency works to build relationships that encourage hope and strategies for moving in a new direction, reintegrating into mainstream community life through housing programs and service coordination including physical and mental health, addiction recovery, employment, parenting, household management, faith-building, and relational wellness to meet people at their point of need.

The Journey Home offers internship opportunities for business, social work, marketing, nutrition and public health. Below are brief descriptions of potential internships.

DEVELOPMENT AND FUNDRAISING INTERN

Overview of duties

- Support revenue-generation activities in major gifts, grants, direct mail and events.
- Assist with daily needs related to thank you notes and donor communication
- Assist with thank you notes and data entry in Sales Force Database
- Assist in cultivating relationships with The Journey Home donors.
- Help determine potential grants, sponsorships, and prospects.

OUTREACH AND COMMUNITY PARTNERSHIPS INTERN

Overview of duties

Community Partnerships has a concentration in working with faith-based organizations, civic groups, businesses, and organizations to partner with The Journey Home.

- Help develop new partnerships with groups to host drives, or to volunteer, provide Spring Cleaning at the Outreach Center, etc.
- Assist with recruitment and organization of volunteer to groups to help with many different aspects of The Journey Home.
- Help plan outreach strategies to reach new audiences. This could be via social media posts, press releases, creating fun videos, etc.

CREATIVE CONTENT INTERNSHIP

Overview of duties

The Creative Content or 'design' intern is responsible for providing support for the marketing department through a variety of channels, print, digital, web, video and other as assigned. The creative intern will assist with the development and design of core creative processes to include guidelines, collateral event materials and a variety of other creative tasks as assigned. The creative intern may also be assigned various website updates utilizing WordPress.

- The creative intern's primary duties include, but are not limited to:
- Prepare images to coincide with social and blog posts.
- Assist with website and blog updates via WordPress.
- Assist with collateral updates and version control.
- Creation and updates to various collateral.

MARKETING & COMMUNICATION INTERNSHIP

Overview of duties

- Assist with adherence of The Journey Home Branding Guidelines
- Assist with the development of the newsletter – assisting with writing articles
- Help develop and maintain communication calendar
- Assist in writing stories illustrating client needs and outcomes
- Strategize, create and deliver e-mail marketing campaigns
- Assist in writing and distributing press releases
- Write and distribute blog, as well as developing and maintaining a strategy
- Help create content on website and social media platforms
- Monitor and report analytics from website, social media platforms

OUTREACH CENTER AND COMMUNITY CAFÉ

SOCIAL WORK INTERNSHIP

Overview of duties

The Social Work Intern is responsible for the administrative portion of enrolling a client. The social work intern will assist with the program and intake processes.

The social work intern's primary duties include, but are not limited to:

- Database entry and reporting.
- Answering the phone.
- Providing support in the intake process.
- Assisting with providing basic needs.
- Providing support through Microsoft office suite.

NUTRITION INTERNSHIP

Overview of duties

The Nutrition Intern is responsible for helping with the Community Café. Planning meals, grocery shopping lists while staying within budget. Additionally, the intern will assist with preparing for breakfast and rotating meal in the coolers to insure freshness.

The nutrition intern's primary duties include, but are not limited to:

- Working with volunteers in preparing meals
- Adhering to a budget while planning meals
- Organizing coolers ensuring that dated food has not expired and recommending meals to use existing items in the cooler.

INTERN REQUIREMENTS

- Students must be currently enrolled rising juniors/seniors or previously graduated from an accredited university.
- Interns are required to provide their own transportation.
- Students must submit their letter of interest and resume to apply. A letter of support is preferred but not required.

Send your inquiry to Lisbeth Couser, LCouser@LoveGodServePeople.org

Thank you for your interest.



PENNY HAAS
event planning & management



Event Intern

615.785.0938

PENNY@PENNYHAAS.COM

ABOUT THE COMPANY

We Plan Your Party

Penny Haas, LLC is a premier planning company guaranteed to exceed expectations for all event purposes. The entire event planning process should be one of enjoyment, ease, and excitement. That's exactly where our expertise comes in! Our goal as an event planning and management company is to provide a service and coordinate all details and communications on the big day so you do not have to.



ABOUT THE JOB

Join Our Team

Internship Description:

We are looking for an organized, polished, outgoing, poised, dependable, and enthusiastic Event Intern. As the Event Intern, you will assist with a wide range of event types, such as weddings, corporate events, birthday parties, and other social events. The ideal candidate is a well-spoken, upbeat, creative, and motivated student studying or seeking a career in Event Planning or Hospitality. This position will be for school credit and is perfect for someone looking for hands-on experience!

Responsibilities:

- Report directly to the Owner | Lead Planner and work alongside with event team.
- Assist the Owner | Lead Planner with planning, organization and execution of events.
- Provide excellent customer service and support to current and potential clients via phone, email and in person.
- Receive, set up, breakdown, personal items during events
- Providing updates to event website and social networking content
- Follow up with clients and vendors through phone and email
- Administrative duties and light office work as needed, as well as helping with special projects
- Demonstrate integrity and respect confidentiality
- Other duties as assigned

Qualifications:

- Ability to work flexible and varying schedule including nights and weekends of events
- Excellent written and verbal communication skills
- Outstanding multi-tasking and organizational skills
- Detail orientated and resourceful demeanor
- Strong analytical, problem-solving, and organizational skills with the ability to think and act quick
- Strict attention to detail and the ability to follow oral and written instructions
- Flexibility to adapt to changing goals and objectives while having grace and remaining calm under pressure
- Personable with positive attitude
- Proficiency with Microsoft Office, Google Drive, Gmail, Social Media Platforms, Canva
- Prior wedding, event or hospitality experience is a plus
- Ability to stand, walk, move for extended periods of time, as well as lift up to 50lbs

Additional Information:

Interested? Please submit a resume and cover letter to penny@pennyhaas.com

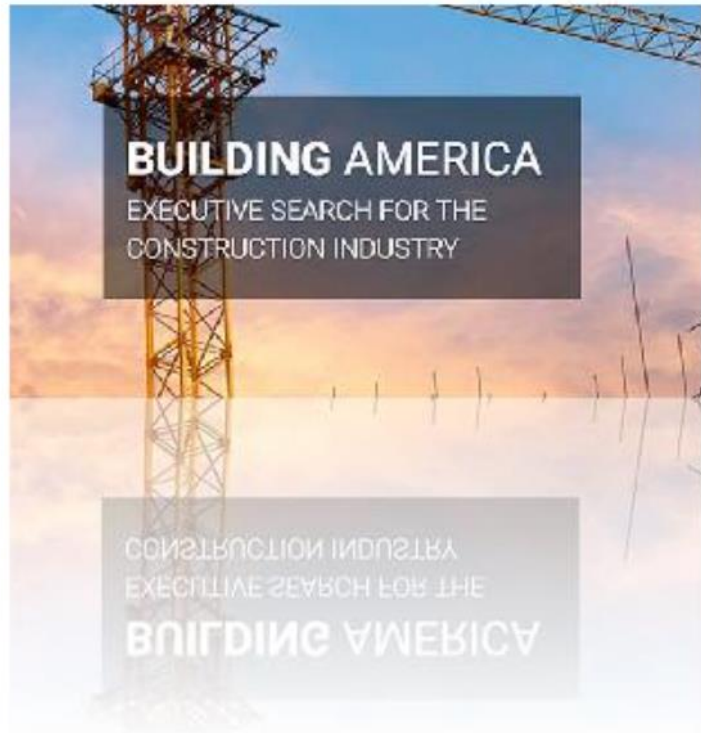
Thank You



Executive Search Consultant – Entry Level
 Based in Nashville, TN Area – 100% Remote
 Contact Kathy Cole, kcole@dkcole.com or 630-282-7747

Company Information:

- DK Cole Company is an established executive search firm, celebrating nearly 18 years in business with 11 staff members.
- Specialists in confidential searches and Mid-Level to executives roles in Construction/A&E, and Manufacturing
- Clients nationwide
- Highly skilled, ethical, professional leadership and management
- High repeat business from loyal clients
- Strong reputation for quality and ethics
- Team Video: [What I Like About DK Cole Company](#)



Benefits & Unique Aspects:

- “Doing the Right Thing” for candidates and clients, is a cornerstone of our atmosphere and culture.
- Base salary plus bonus based on individual, company and team results
- Surprise days off to celebrate successes!
- Advancement potential
- Interacts directly with Director & owner/President and Manager
- Use latest technology, fast computer, and IT support
- **Over 50% higher successful fill rate than national contingency firm average, and 8% higher than national average for retained firms!**
- Your input is encouraged, valued
- PTO, 401(k) with profit sharing- excellent contribution history

Your Role with the Company:

You will perform the Executive Search Consultant role, reporting initially to the President and ultimately dotted line to another leader in the firm. This position is 100 percent remote except for occasional meetings and some face-to-face training. You'll ultimately handle 3-4 retained searches simultaneously, along with specialized candidate sourcing/research projects. You'll learn our unique methodology resulting in over 96% of our offers being accepted vs. 60% national average. Work on mid to executive level positions in construction, architecture engineering and manufacturing industries. You'll be supported by a research team who builds prospect lists and will use a custom designed candidate outreach process. You'll be on Zoom video calls, team video staff calls, etc. Once proficiency is gained in all skill sets, the Search Consultant will manage client projects directly or jointly with other Senior level consultants.

Background Profile:

- Lives in Nashville or Chattanooga area
- 1+ years' experience in sales, marketing, or aptitude for sales
- Exposure to applicant tracking systems or database and MS 365 and/or SharePoint helpful
- Background in executing detailed processes

Why Consider Joining Us?

Are you tired of working on searches without getting enough results? Do you ever wonder if there is a better way? Or maybe you simply feel it's time for a change.

DK Cole Company is a boutique, retained search firm, specializing in construction and manufacturing. Early pioneers of remote work, DK Cole Company has established a solid foundation for staff members to make an impact on the business while working remotely. Our methodology results in a high success rate for our clients, candidates, our staff members, and the firm. In addition to executive search, we provide prospective candidate lists, candidate market research and executive search services. Since 2011, DK Cole has had remote staff members located in Chicagoland, Middle Tennessee, Michigan, North Carolina, Georgia, and East Tennessee. The President and Founder, Kathy Cole, lived in Chicago when she founded the firm, and she recently relocated to Middle Tennessee. She is a nationally recognized speaker on the topic of construction recruiting and has served on local and national committees, including the National Executive Committee of the Construction Financial Management Association. We receive mail at DK Cole Company, 102 Hartmann Drive, Ste. G302, Lebanon, TN 37087 and conduct occasional company meetings, training, and social outings in the Middle Tennessee area.

Greetings from the *Sweetest Place on Earth!*

We are excited to share that our Hersheypark Leadership Development Internship is now accepting applications for Summer 2024!

The Hersheypark Leadership Development Internship - Level 1 (HPLDI)

HPLDI - Level 1 is for undergraduate college students in any major seeking an enhanced summer employment experience while learning critical skills from industry experts and with a specially-designed leadership curriculum. This internship is ideal for students entering their sophomore or junior year.

The Hersheypark Leadership Development Internship - Level 2 (HPLDI)

HPLDI - Level 2 builds upon the academic foundation received in the Level 1 program and provides on-the-job leadership experience within Hersheypark. This internship is ideal for returning HPLDI students or students that have one year of supervisory or internship experience within an amusement, entertainment, or hospitality industry.

All program participants will have access to rent furnished apartments (utilities included) and utilize company-provided transportation to their internship work assignment location with the \$150 weekly fee.

Applications will be accepted on a rolling basis until the positions are filled but we encourage students to complete applications as soon as possible to secure their spot!

We hope that you will share these opportunities with your students and please do not hesitate to reach out with any questions or to schedule a virtual information session.

Best,



Jacklyn Motter
Recruiter

Hershey Entertainment & Resorts
Office: 717-508-1778 | Email: jammotter@hersheypa.com

MTSU BERC Internship

Business and Economic Research Center (BERC)

Jones College of Business

Middle Tennessee State University

The Business and Economic Research Center (BERC) in the Jones College of Business at Middle Tennessee State University carries out economic research projects such as cost-benefit analysis, economic impact studies, feasibility studies, and employment sector analysis for a wide range of organizations including both private and public, profit and non-profit. The BERC publishes two quarterly economic updates: Housing Tennessee and Global Commerce: Tennessee and the International Economy.

BERC is currently seeking an intern who is interested in working in a fast-paced, collaborative, and multi-faceted environment. Interns will work under the guidance of the director and will participate in activities such as research, data gathering and analysis, economic report writing and editing, and website/social media content development.

This is a paid internship and will require 15-20 hours per week, on a static schedule.

Requirements:

- Junior or Senior status with major or minor in Business Administration, Marketing, Management, Accounting, Economics, or another related field.
- Experience with Excel required and experience with statistical software preferred
- Strong oral and written communication skills
- Resume
- Cover letter
- Interview

Interested students should submit cover letter and resume to Dr. Murat Arik, BERC Director, at BERC@mtsu.edu.

Position Title: Business Development Intern

Company: Scott & Associates

Location: Murfreesboro, TN.

Type: Unpaid Internship (with potential for Paid Internship based on performance)

Duration: One semester

About Us:

Scott & Associates is a futuristic firm dedicated to revolutionizing the financial industry. Our team comprises dynamic individuals driven by a passion for innovation and a commitment to excellence. We are seeking enthusiastic and ambitious college students to join us in our journey to redefine the industry landscape.

Internship Description:

As a Business Development Intern at Scott & associates, you will have the opportunity to gain hands-on experience in various aspects of business, entrepreneurship, finance, and insurance. This internship offers a comprehensive learning experience where you will work closely with our fully licensed professionals to develop essential skills for success in the financial business world. There is an opportunity to earn credit hours.

Responsibilities:

1. Conduct market research and analysis to identify potential business opportunities and market trends.
2. Assist in the development and implementation of strategic business plans to drive growth and profitability.
3. Support in the preparation of financial reports, forecasts, and budget analysis.
4. Assist in the evaluation of insurance options and risk management strategies.
5. Contribute innovative ideas to enhance operational efficiency and customer satisfaction.
6. Participate in trainings, workshops, and networking events to expand industry knowledge and professional connections. Hybrid experiences.

Qualifications:

- Currently enrolled in a Bachelor's program with a major in Business, Entrepreneurship, Finance, Insurance, or related field.
- Strong analytical skills with the ability to interpret data and draw meaningful insights.
- Excellent communication and interpersonal skills.
- Detail-oriented with a proactive attitude towards problem-solving.
- Previous internship or relevant experience is preferred but not required.

Benefits:

- Hands-on experience in a dynamic, professional environment.
- Mentorship and guidance from industry professionals.
- Networking opportunities with potential for future career advancement.
- Potential for the internship to transition into a paid position based on performance.

How to Apply:

Interested candidates should submit their resume and a brief cover letter outlining their interest in the position and relevant qualifications to Cscott.fecm1@primerica.com.

Join us at Scott & Associates and embark on an exciting journey to unleash your potential and make a meaningful impact in the world of business and Finance.