Management, Entrepreneurship and Business Administration Internship Opportunities – Summer 2021

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 students campus-wide, and positions are continually updated.

This position is an Administrative Associate that is a paid internship. The position purpose is to assist within the Agency Office doing entry level duties such as filing, answering phones and scanning, but also learning the sales and marketing side of the business including outbound calls, networking events, sending mailers, etc. The ideal candidate is very friendly and outgoing, energetic, positive, dependable, & well-organized. The position requires excellent interpersonal skills and phone demeanor, extraordinary client service attitude, and ability to multi-task projects to prosper in this warm and friendly, small office environment. Minimum 2 years administrative and/or customer service experience preferred but not required. Job functions would be the following: assist Office Manager with day to day processing of Client requests; Ensuring that client documents are handled in a timely, consistent manner; Ensuring all paperwork is scanned into client folders; Timely response to any client...
questions/concerns or additional documentation needed on client accounts; Assistance to clients who request copies of their policies; Preparation of correspondence such as cover letters and e-mails to clients; Calendar appointment management; Inbound and Outbound phone calls.

Sending Appointment Reminders; Keeping detailed notes in our Farmers database. Please contact Kenzi Keene at 615-603-7817 or kkeene@farmersagent.com.

**Tennessee Small Business Development Center (TSBDC)**

The Tennessee Small Business Development Center (TSBDC) at MTSU is soliciting for interns for the Fall 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.

**Requirements:**

- Applicants must enroll in Management 4950 (internship for credit class)
- Business Major
- Junior or Senior
- Resume
- Cover letter
- Pass Interview

For additional information regarding Management 4950 please review the internship website at [http://www.mtsu.edu/management/internships.php](http://www.mtsu.edu/management/internships.php) or contact Dr. Kristen Shanine. Email: Kristen.Shanine@mtsu.edu  Phone: 615-494-8993.

For additional information regarding the internship, contact the TSBDC. Email csworder@tsbdc.org  Phone: (615) 898-2745.
State Farm Insurance Agency

**Job Description**
The purpose of the internship position available in my State Farm agency is to increase my agency’s Auto, Life, Home and Bank production by marketing to both existing, on-board clients as well as marketing to those not currently insured with us. The position would involve the intern working for a minimum of 10 hours a week. The maximum hours of work per week would be based on the availability of the intern.

The marketing will involve phone calls to be made by the intern to those two groups of people. The marketing will also involve some face to face “brand building” by having the intern visit many of the leasing offices of local apartment complexes, mortgage brokers offices, and real estate agencies in order to help establish as well as reinforce relationships with my agency and those centers of influence. The goal of these visits is to increase exposure for my agency in the renters and home buyer’s market and the business people that facilitate those transactions.

Since the intern will be operating in a typical office environment, they will also be involved in some of the day to day work involved in the running of an insurance agency. The intern would also have the potential for a permanent position with my agency based on the quality of the performance of the intern and availability of a position.

Trevor Haggard

trevor@trevorismyagent.com 615-717-7519

^add until notified otherwise^
TDOT Summer Internship Program

TDOT offers a paid internship program to introduce students to the importance of transportation and civil service.

We offer internships in the areas of:

- Civil Engineering
- Project Management
- Urban Planning
- Training & Human Resources
- Environment
- Public Administration
- Aeronautics
- Civil Rights

Program Highlights

- Hands-on experience with real-world projects
- Networking opportunities with TDOT leadership
- Community Outreach & Social Gatherings
- 90+ positions across the state of Tennessee. Locations include Chattanooga, Memphis, Knoxville & Nashville
- All interns are paid $16/hour & work up to 37.5 hrs/week
- Internship runs from May to August each year
- Applications will be available from January 19, 2021 until March 19, 2021

To Qualify:

- Rising Junior or Senior in an undergraduate program
- Recent graduate as of Spring 2020
- Authorized to work in the U.S.

About TDOT

The Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT consistently wins awards for its projects, highway design and innovative approach to transportation. Since 1998, Tennessee was voted as having one of the top five highway systems in the country by a national trade magazine.

To learn more about the TDOT Summer Internship program, visit our career page by the scanning the QR code below:


Questions? Email TDOT.Careers@tn.gov
Human Resources and Recruitment AmeriCorps Program Intern

Hands On Nashville’s (HON) HR and Recruitment AmeriCorps Program Intern (Intern) helps a community-focused nonprofit support and manage the AmeriCorps recruitment process. The Intern works with the AmeriCorps Program Manager to ensure that the candidate experience is consistent and equitable and internal processes are seamless.

About HON
Hands On Nashville’s mission is to meet community needs through volunteerism. Our programs connect volunteers to opportunities supporting 200-plus nonprofits, schools, and other civic organizations; help these partners reimagine volunteer potential; and bring awareness to the challenges facing the people and places in our community.

Nashville is powered by people of all ages, races, ethnicities, skin tones, sexes, genders, sexualities, religions, abilities, and socioeconomic statuses engaging in service together. This is a city where YOU matter and YOU make a difference. Join us as we tackle the community’s most pressing challenges through service by becoming a member of the Hands On Nashville team.

About the Role
• Manages candidate applications and data throughout recruitment lifecycle.
• Creates, facilitates, and analyzes candidate satisfaction survey.
• Assists with candidate interviews and application scoring as needed.
• Engages potential candidates through recruitment platforms like Indeed, Handshake, etc.
• Researches onboarding education tools

About You
• Able to carry out tasks independently in a work-from-home environment.
• Excellent written and verbal communication skills.
• Interest or scholastic background in human resources, nonprofit, business, and/or organizational development.
• Familiar with Microsoft Office tools.

Requirements
• Criminal history background check clearance.

Please send a résumé to Nicki Avila at Nicki@hon.org.

Position Title
HR and Recruitment
AmeriCorps Intern

Direct Supervisor
AmeriCorps Program Manager

Status
15-20 hours per week, flexible, temporary

Classification
Intern, unpaid
MT DINING IS HIRING
Peer 2 Peer Dining Ambassadors

ISTHISYOU?

• Energetic
• Motivated
• Love people
• Love food
• Need flexible hours
• Want to work on campus

Scan barcode to begin your MT Dining journey!

facebook
instagram
@mtdining

mtsu.campusdish.com

EOE. M/F/D/V. Employer.

Aramark will accept applications to apply for jobs at MT Dining directly on their website or email to apply for a job with Aramark.
Farmers Market Assistant Manager
Nolensville Farmers Market

Job Details
Part-time · $150 / week
7248 Nolensville Rd, Nolensville, TN 37135-5601, United States

Job Description
- Help at the Nolensville Farmers Market, weekly -Saturdays 7am - 1pm starting April 24. Position also includes 4-5 hours scheduling social media posts, creating email content.
- Must be able to lift 30+ pounds, great customer service skills, knowledge of social media (facebook and Instagram), organized, timely, able to be outside in extreme hot, rain, etc.
- Interested/experienced in local food, small businesses, entrepreneurship, agriculture, event planning, non profits a plus!
- If you have any questions, email Kasi Haire, Market Manager at nfmsponsorships@gmail.com

Contact person: Kasi Haire, Market Manager
Nolensville Farmer's Market, Inc.
615-967-6765

Grind House Boxing

- A student wanting knowledge on how to start and run a day-to-day small business or someone in the exercise science field wanting to experience first hand knowledge from trainers, members and details required to attain and retain a long lasting member.
- It starts off unpaid, part-time but could potentially turn into paid.
- Comes with a free membership and the possibility of myself training a student to box which is a quality they can take with them forever.
- Resumes should be sent to Charlotte Price (Owner) at charlotte@thegrindhouseboxing.com

6/14/2021
**Walgreens**  
**Community Management Intern**  
584611BR  
**Job Description**  
**Job Objectives**  
- Learn to provide an extraordinary customer experience in retail store setting.  
- Completes product returns, order voids, customer refunds, cash drops to the safe, and provides change as requested to cash registers.  
- Models and delivers a distinctive and delightful customer experience.  

**Job Responsibilities/Tasks**  
**Customer Experience**  
- Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience.  
- Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.).  

**Operations**  
- Learn from store, pharmacy, district manager, competitors and customers/patients  
- Engage in a kick-off and day of service activity  
- Responsible and accountable for registering all related sales on assigned cash register, including records of scanning errors, price verifications, items not on file, price modifications, and voids.  
- Assists manager or assistant store manager in reviewing order exceptions on order release day and assists in reverse logistics (e.g., 1506, returns, empty package).  
- Learns to analyze inventory trends and supervises inventory management, including ordering items, keeping stock, and liquidating stock and leveraging company resources to avoid outs and overstock.  
- Assists manager or assistant store manager in evaluating and developing displays, including promotional, seasonal, super structures, and sale merchandise. Completes resets and revisions.  
- Engage in weekly meetings with store manager or pharmacy manager  
- Responsible for basic department pricing and making daily price changes; ensures proper signage is displayed at the store to support accurate pricing of products. Ensures any additional pricing tasks related to local regulations and/or regulatory compliance programs are completed accurately and within the required time frame.  
- Assists with exterior and interior maintenance by ensuring clean, neat, orderly store condition and appearance, including requesting store or system repairs as required in manager absence, or as requested by manager.  
- Assists with separation of food items (e.g., raw foods from pre-cooked) and product placement as specified by policies/procedures (e.g., raw and frozen meats on bottom shelves). For consumable items, assists in stock rotation, using the first in, first out method and restock outs.  
- Has working knowledge of store systems and store equipment.  
- Receives exposure to the analysis of financial & performance data for the store, pharmacy and clinic and to the analysis of asset protection data and action plans to reduce loss.
Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products).
Work as a group to complete the Intern Team Challenge and present to area, district and store leaders
Complies with all company policies and procedures; maintains respectful relationships with coworkers.
Complete evaluation of internship program upon completion.
Completes special assignments and other tasks as assigned.

Training & Personal Development

Attends training and completes E-learnings and special assignments requested by Manager.
Shadow district leader for the specified time

Communications

Reports customer complaints to management.
Assists Store Manager in planning and attending community events.

External Basic Qualifications

Should be a Student beginning or completing Senior year towards a Bachelor’s degree
Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico)
Willingness to work flexible schedule, including evening and weekend hours.

Preferred Qualifications

Prefer the knowledge of store inventory control.

An Equal Opportunity Employer, including disability/veterans.

The following information is applicable to Colorado only, in accordance with the Colorado Pay Equity Act. In Colorado, an employee in this position can expect a salary/hourly rate between $14.00 and $18.00 depending on experience, seniority, geographic locations, and other factors permitted by law. To review the available benefits, please click here: jobs.walgreens.com/benefits. Walgreens will provide applicants in other states with information related to the positions, to the extent required by state or local law, by calling 1-866-967-5492

Employment Type          District
Full-time                 524-SMYRNA TN
Job Function              Common Location
Retail                    2006 MEDICAL CENTER PKWY,
Shift                     MURFREESBORO, TN,37129-03186-12514-S
Various                  Full District Office Address
Campus Req?              400 SAM RIDLEY PKWY W, SMYRNA,
Yes                      TN,37167
Store                     12514-MURFREESBORO TN

https://urldefense.com/v3/__https:/sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=26336&siteid=5014&Areq=584611BR__;!ICx0GcAwIk107It0eLU5nwXLI8lzbi0wdUWpMLKQzXYuJPbS9SgwEAE5gglM13YXUKQKnUVUetYLR04MyQ5
United Communications
Human Resources Intern (Part-time)

WORKING AT UNITED:

Building Opportunity

Working at United is more than just a job, it's being a part of something bigger. United employees make a difference in our communities by providing our neighbors with an opportunity to run a business, communicate with family and friends across the world, and access unlimited resources. United also builds opportunities for our employees to develop professionally, grow their careers, and use their skills to help others.

Seize your career opportunity and help build opportunities for others by joining United's team!

We offer...

- Family oriented culture
- Competitive wages
- Paid holidays
- Opportunities for career growth through company paid training and development
- and much more!

SUMMARY:

The HR Intern will assist our HR department with various administrative, HR, and safety related tasks. To be a successful HR Intern, it will be important to stay abreast of the latest developments in labor legislation to determine how company HR policies may be affected. An outstanding HR Intern should be detail-oriented and able to demonstrate excellent administrative and organizational skills.

REPORTING:
Reports to the Director of Human Resources

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include the following, but other duties may be assigned as required.

- Update employee records, changing paper to digital records
- Provide suitable recommendations to improve HR policies
- Screen applications and resumes to identify suitable candidates to fill vacancies with the Ideal Team Player
- Perform candidate searches for open positions
- Organize interviews with shortlisted candidates
- Post job requisitions and administratively manage positions within applicant tracking system
- Send e-mail correspondence to applicants as well as offer and rejection letters to candidates
- Arrange drug screens and background checks for candidates
- Assist the HR team in planning company events
- Coordinate new hire orientations
- Assist in developing standard operating procedures for HR as well as other departments
- Assist in implementing company-wide and departmental training programs
- Participate in safety committee meetings and assist in implementing safety initiatives
- Assist in developing a SharePoint site for Human Resources as a resource for supervisors and employees
- Coordinate and distribute monthly employee satisfaction survey to a random sampling of employees
- Participate in developing solutions to improve employee engagement and contribute ideas to making Untied a best place to work
- Assist in developing and implementing an employee recognition program
- Provide HR administrative support to the HR team and United managers

**JOB QUALIFICATION AND REQUIREMENTS:**

**Education, Experience, Training, and Licenses:**

- Bachelor’s degree in Human Resource Management or studying toward a degree in Human Resource Management or related field
- Proven experience working in an office environment; experience as a staff assistant or similar junior HR role is a plus
- Familiarity with HRIS (Human Resources Information System) software is advantageous
- Valid driver’s license and acceptable driving record. (For employees who are required to drive for their job)

**Knowledge and Personal Qualifications:**

- Proficiency in all Microsoft Office applications, especially MS Word and Excel
- Good understanding of full-cycle recruiting
- Working knowledge of U.S. labor laws
- The ability to work as part of a team
- Strong analytical and problem-solving skills
- Excellent administrative and organizational skills
- Effective communication skills
- Detail-oriented
- Willing and able to drive between our Berry Farms, Franklin office and Chapel Hill office when needed

ABOUT UNITED COMMUNICATIONS:

United launched high quality telephone service for our rural Middle Tennessee communities in 1947 and has evolved to be an innovative internet service provider for consumers and businesses. Boasting the fastest internet speeds in the region as recognized by Broadband Now, United also delivers a personalized user experience with local customer service, ranking as one of the industry’s best in customer satisfaction. United offers the latest technology in fiber optic, fixed wireless and DSL internet, and was one of the first companies in Tennessee to introduce a Fiber-to-the-Home product to residential customers. United has partnered with Middle Tennessee Electric Membership Corporation to extend broadband to more residents and businesses in under-connected areas.

UNITED COMMUNICATION’S MISSION:

We enrich our communities and the lives of our neighbors through reliable connections and passionate service.

UNITED COMMUNICATION’S VALUES:

- **Safety** – we assure the safety of everything we do.
- **Service** – we are responsive, informed, and easy to do business with.
- **United** – we communicate and collaborate.
- **Integrity** – we keep our promises, and do the right thing even when no one is watching.
- **Driven** – we serve to win customers.

*Accessibility: If you need an accommodation as part of the employment process please contact Human Resources at Email: careers@united.net  
Equal Opportunity Employer, including disabled and veterans.*

**JON BROWN**  
Talent Development Specialist  
- 931.364.4382  
m 931.993.3733  
jon.brown@gounited.net  
www.united.net
Job Title: Human Resource Intern
Location: 850 Steam Plant Rd. Gallatin, TN
Pay: $16.00 per hour
Date of Posting:
Posting Expiration:

Business Description:
ITW CIP specializes in the design and manufacturing of fasteners and related products. These consist primarily of specially designed, internally multi-threaded spring steel fasteners. While the majority of our products are supplied to the automotive industry, ITW CIP also supplies a variety of other industries including appliance, computer and farm machinery manufacturers.

ITW CIP is looking for a self-motivated Human Resource intern that is passionate about learning and with a continuous improvement mindset. The Human Resource internship is intended to give students hands-on experience and exposure to a variety of different HR and quality focused responsibilities across the organization.

Essential Functions:
• Updating company databases by inputting new employee contact information and employment details
• Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies
• Organizing interviews with candidates
• Posting and removing job advertisements to job boards and social media platforms.
• Assisting in a variety of HR projects
• Assisting in the planning of company events
• Preparing and sending offer and rejection letters or emails to candidates
• Coordinating new hire orientations and safety training
• Other duties as assigned

Minimum Requirements:
• Currently pursuing a Bachelor’s degree in Human Resource Management
• Junior level educational status or above
• Prior Human Resource Internship experience preferred
• Proven experience working in an office environment
• Working knowledge of U.S. labor laws
• Familiarity with HRIS (Human Resources Information System) software is advantageous
• Proficiency in all Microsoft Office applications
• Strong attention to detail, verbal and written communication skills
• The ability to work as part of a team
• Strong analytical and problem-solving skills
• Excellent administrative and organizational skills
• Understanding and compliance with safety rules and regulations

**Contact person:** Amie Davenport

adaven@itwcip.com

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any characteristic protected by law.

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**Star Manufacturing International, Inc**

Supply Chain Analyst

• 265 Hobson St, Smithville, TN 37166, USA
• Full-time

**Company Description**

*Star Manufacturing International Inc*. a Division of The Middleby Corporation, is a leading manufacturer of commercial foodservice equipment. Our most successful employees thrive in an environment providing significant responsibility and autonomy to get the job done. We think
like entrepreneurs and help solve our customers’ most important problems one idea at a time. We provide a comprehensive benefits program that supports our employees’ wellness and financial security including medical, dental, and vision benefits, 401(k) retirement savings program, paid vacation and holidays, life insurance, and short and long-term disability coverage.

**Job Description**

The Supply Chain Analyst reports to the Purchasing Manager and is responsible for improving the purchasing cost structure and tracking product engineering changes.

**Essential Functions**

- Creates, prioritizes, and delivers continuous improvement to the business
- Leads by example with a sense of urgency to meet production requirements
- Tracks Purchasing related engineering changes, including coordinating bill of material changes
- Tracks and summarizes cost improvements
- Collaborates with Engineering on material needs for new product development and continuous cost savings with existing products
- Document control and product configuration management
- Maximizes MRP/ERP system to ensure efficiencies throughout the organization
- Processes the Purchasing portion of engineering change orders (ECO’s)
- Supports purchasing production requirements, inventory management, and material flow

**Qualifications**

**Preferred Requirements**

- B.S. in Business Administration, Supply Chain Management, Engineering, or related field
- 5 years’ experience in industrial sourcing
- Advanced Excel skills
- Manufacturing experience in lean, six sigma, continuous improvement
- Understanding of manufacturing cost drivers
- Problem-solving skills and attention to detail
- Engineering Knowledge
- Data Entry/MRP Skills
- Strong Interpersonal Communication skills
- Organizational skills with the ability to prioritize

**Additional Information**

**About Middleby**

The Middleby Corporation (NASDAQ:MIDD) is a global leader in the foodservice equipment industry with revenues totaling $3B in 2019. The company develops, manufactures, markets, and services a broad line of equipment used in the commercial foodservice, food processing, and residential kitchen equipment industries. The solutions provide the highest level of food quality,
product consistency, and reduced operating costs resulting from increased product yields, increased capacity, greater throughput, and reduced labor costs through automation.

EOE M/F/D/V - Star Manufacturing International, Inc. is a Drug-free and Tobacco-free Campus

Kara Davis, SHRM-CP
Group Director of Human Resources & Safety
Foodservice Central HR Lead
APW | Bakers Pride | Star Holdings
Phone: 615-257-2063| Cell: 615-853-0738 Fax: 615-257-2117

Join us at Woodard Brothers Distributing!

https://www.woodardbros.com/hiring/

Employer: Woodard Brothers Distributing
Department: Packaging
Job Title: On-Call Packaging Associate
Location: Nashville, TN
Supervisor Title: Packing Supervisor
Pay: $15.00/hr

General Purpose of Job:
Follow instructions provided on work orders or communicated by Packing Supervisor to assemble finished goods
Accurately and efficiently perform assigned packaging tasks.
Regular Duties and Responsibilities:

Follow assembly instructions

Report quality, process, equipment, and material problems to Packaging Supervisor

Maintain a safe and clean work environment

Punctuality is ESSENTIAL

Once a schedule is set, if you are late or leave early without prior clearance, disciplinary actions may be taken

Occasional duties and Responsibilities:

Support other operations departments to meet business needs

Competency Categories:

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time

Knowledge and Skills Required:

Prior experience in warehouse work preferred, but not required.

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Language Skills:
Basic Skills- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees.

Mathematical Skills:
Minimum Skills- Ability to add and subtract two-digit numbers and divide 10’s and 100’s. Ability to perform these operations using units of American money and weight measurements, volume and distance.

Basic Skills- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Movement Required on the Job:
Standing- Continually
Walking- Frequently
Sitting- Occasionally
Using hand to finger, handle or feel- Continually
Reach with hands and arms- Continually
Stoop, kneel, crouch or crawl- Occasionally
Talk or hear- Occasionally
Lifting up to 10lbs- Continually
Lifting up to 25lbs- Frequently
Lifting up to 50lbs- Occasionally

Vision Requirements:
Clear vision at 20 inches or less
Clear vision at 20 feet or more
Ability to identify and distinguish colors
Depth perception

Work Environment:
Working near mechanical parts
Indoors
Moderate noise

Contact: Sarah Lang
Director of HR
Woodard Brothers Distributing, LLC.
Sarah@woodardbros.com
Job Details

Description
We are seeking an energetic, responsible, detail-oriented, and process-driven intern to join the J&M Retail Operations Team. In this position, you will learn about operational and communications support for J&M stores. You will be involved in making document updates, managing projects, as well as, assisting with internal communication and knowledge-based systems. You will gain exposure to different departments within the organization as part of assigned projects.

How You Will Make an Impact
- Responds to inquiries, questions, and requests for support.
- Identifies opportunities to improve resources and provides draft document content for management review.
- Investigates issues and as appropriate provides feedback for review and improvement.
- Proposes modifications to existing documents, scripts, and processes to improve services provided.
- Complete tasks that assist with driving performance in the field.
- Accepts and complete tasks assigned by the Sr. Manager, Customer Experience & Sr. Retail Coordinator

Qualifications Education
Undergraduate rising Junior or Senior year of bachelor’s degree in Communications, Business or Marketing

Experience Required
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Previous relevant internship, work experience or demonstrated interest in the industry.
- Ability to analyze information objectively and make a reasoned judgment based upon the evaluation of data, facts, observations and/or feedback.
- Highly organized, able to shift priorities with a sense of urgency, have excellent attention to detail
- A good listener with a strong desire to help others. Listens take notes and captures task requests and directions.
- Must possess excellent written and verbal communication, interpersonal, and presentation skills.
- Able to prioritize and provide timely resolution to issues and requests. Efficient, and detail oriented.
- Self-motivated, takes prompt action to accomplish objectives and able to work independently and as a member of a team.

Official application: https://recruiting.ultipro.com/GEN1014GENES/JobBoard/8ee2a2dc-7b3b-419a-83f9-f26ded918f47/OpportunityDetail?opportunityId=a8d4330c-5010-446b-9bd9-a71b830962e5

Contact: McKenna Musich  
Customer Service Assistant  
Johnston & Murphy/Trask  
(615) 367-7595

ITW CIP Tennessee
Job Title: Human Resource Intern  
Location: 850 Steam Plant Rd. Gallatin, TN  
Pay: $16.00 per hour  
Date of Posting:  
Posting Expiration:

Business Description:  
ITW CIP specializes in the design and manufacturing of fasteners and related products. These consist primarily of specially designed, internally multi-threaded spring steel fasteners. While the majority of our products are supplied to the automotive industry, ITW CIP also supplies a variety of other industries including appliance, computer and farm machinery manufacturers.  
ITW CIP is looking for a self-motivated Human Resource intern that is passionate about learning and with a continuous improvement mindset. The Human Resource internship is intended to give students hands-on experience and exposure to a variety of different HR and quality focused responsibilities across the organization.

Essential Functions:
- Updating company databases by inputting new employee contact information and employment details
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies  
- Organizing interviews with candidates  
- Posting and removing job advertisements to job boards and social media platforms.  
- Assisting in a variety of HR projects

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- Assisting in the planning of company events
- Preparing and sending offer and rejection letters or emails to candidates
- Coordinating new hire orientations and safety training
- Other duties as assigned

**Minimum Requirements:**
- Currently pursuing a Bachelor's degree in Human Resource Management
- Junior level educational status or above
- Prior Human Resource Internship experience preferred
- Proven experience working in an office environment
- Working knowledge of U.S. labor laws
- Familiarity with HRIS (Human Resources Information System) software is advantageous
- Proficiency in all Microsoft Office applications
- Strong attention to detail, verbal and written communication skills
- The ability to work as part of a team
- Strong analytical and problem-solving skills
- Excellent administrative and organizational skills
- Understanding and compliance with safety rules and regulations

Contact person: Amie Davenport adavenport@itwcip.com

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any characteristic protected by law

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**Bumpus Harley-Davidson of Murfreesboro**

_job title:_ Human Resource Intern  
_location:_ 2250 NW Broad Street, Murfreesboro, TN  
_pay:_ $15.00 per hour

**Business Description:**
Bumpus Harley Davidson of TN has four location, Murfreesboro, Memphis, Jackson and Lynchburg. The Lynchburg store is considered a boutique store and focuses on clothing only, the other three stores have fully operational bike sales, motorclothes sales, parts sales and service. In the past all of the stores have operated independently, and now we are moving to standardize the HR functions.

Bumpus Harley Davidson is looking for a self-motivated Human Resource Intern that has a desire to grow and develop critical skills and learning in the world of Human Resources.

**Essential Functions:**
- Research current/existing training materials.

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6/14/2021
Communicate with managers, owners, employees to learn and understand what is relevant today.

Learn the Harley Davidson systems to access relevant training materials.

Utilize what you learn to help develop a well written, pictorial training manual for all departments.

Work with payroll specialize to further develop a more robust on-boarding program.

> Training videos

**Minimum Requirements:**

- Currently pursuing a Master’s or Bachelor’s Degree in Human Resource Management or Organization Development.
- Working knowledge of U.S. Labor Laws
- Familiar with HRIS Software
- Proficient in all Microsoft Office Applications
- Strong attention to detail, verbal and written communication skills
- That ability to work independently
- Excellent administrative and organizational skills

Please submit resumes to Debbie Moates (debbie.moates@bumpush-d.com)

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any characteristic protected by law.