Management, Entrepreneurship and Business Administration Internship Opportunities – Fall 2020

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.

2670 Memorial Blvd. Ste. D9
Murfreesboro, TN 37129

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.

**Enterprise Holdings**

We have an **AWARD WINNING** paid internship designed to teach you the "in's and out's" of our business which will allow you to achieve the necessary knowledge and goals while you are still in school! We offer a 12 week paid internship where you will gain experience in sales, customer service, marketing, logistics and basic accounting/finance. We have hired a number of successful Management Trainees at Enterprise and many of them started in our Summer Internship Program! Many have been promoted to management positions within the first year of their career! Our performing interns receive full-time offers upon graduation, and are months ahead of their peers on the path towards management positions! If you are interested, then the first step is click the link below to fill out an online application and list your source as MTSU Dept. of Management –[Management Trainee Internship](#) If you have any questions, please feel free to reach out to Bethany Beaty at Bethany.N.Beaty@ehi.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

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For additional information regarding Management 4950 please review the internship website at 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 cswone@tsbdc.org Phone: (615) 898-2745.

Riverwood Mansion

Riverwood Mansion combines excellent personal service with an organized planning process to give the ideal event experience. The inclusive venue is an one-stop-shop fully equipped to produce a range of events from conception to completion, including weddings, corporate functions, holiday parties, anniversaries, festivals, music videos, and more!

The intern(s) will work alongside the Events Department to help with the preparation of event documents and coordinates with sales, and customers to ensure consistent, high level service throughout pre-event, event and post-event phases.

INTERNSHIP GUIDELINES

- 1-2 Events per week and/or office availability

INTERNSHIP REQUIREMENTS

- Time Management Skills
- Excellent communication skills
- Perform well in environment that values leadership, efficiency, dependability, and organization
- A keen attention to detail and ability to follow directions while thinking ahead

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- Academic Credit / Internship Credit

- Proficient with Google Drive, Docs, and Sheets

- Available weekends and evenings, able to dedicate a minimum of 18 hours a week on property

- Must be able to stand for long periods of time

**RESPONSIBILITIES**

- Assist in the development, planning, organization, and execution of events

- Assist coordinator in managing details of the event, checking layouts, details, and timeline

- Checking the setup of the event

- Filing and data entry during the planning process

- Interacting with potential and current clients

- Communicating with on-site vendors that are part of the event

If you can fulfill all the requirements then we can set up an interview. Through this internship you will be exposed to corporate and lifestyle event planning and the experiential marketing industry in general.

*Please send a copy of your resume and portfolio (if applicable) to our Event Director, Jacey Cook Carlisle, jacey@riverwoodmansion.com.*

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**Do615**

Interested in interning for Do615? You’re in luck! We’re frequently hiring interns and contributors so if you’re already a regular Do615 user, or are just plain fantastic, then you may be the right fit. What will you experience with a Do615 internship? A lot of hard work, a lot of fun, and a lot of learning.

**Perks:**

We’ve got lots of them. Enjoy a ton of free concert and festival tickets, free stuff, drinks, food, learning experiences, building new skills, and meeting new people.
See below for our internship specialty opportunities. Interested? Please email your resume and cover letter with availability to zach@do615.com!

Be sure and let us know what position you’re applying for, or we’ll assume you never got past this paragraph and therefore have no clue what you could end up doing.

What To Expect:

[Job Description] - Each Do615 internship starts their day the same way. With a focus on the website, newsletter, app, and socials, we have a lot of eyes hitting a variety of content and need your help keeping it fresh, engaging, and accurate. Do615’s interns will be responsible for, or involved in, many aspects of the website and operational process. This internship role will require an ambitious candidate with keen attention to detail. The candidate should be able to think creatively about content opportunities, social media strategy, audience, and consumer behavior, while also hitting shows and events around town. Interns have the opportunity to network and make a variety of exciting and useful contacts at Do615. Creativity, new ideas, and opinions are always welcome.

[Job Requirements and Skills Needed]
* Able to work a minimum of 12 hours per week.
* Prior awareness of Do615 - active user of the site, and familiar with our other outlets (Facebook, Twitter, Instagram, Newsletter, Etc)
* Generally “in the know” about Nashville events and happenings.
* Strong passion for music, culture, food, events, nightlife, and Nashville in general.
* Some marketing experience or prior coursework is helpful.
* Confident, creative thinker - ability to speak up and contribute in a team environment.
* Self-Motivated - ability to be focused and get the job done in a very laid-back environment and take initiative when assigned tasks are completed.
* Flexible schedule enough to attend events as frequently as possible. 21+ is always good, but open to all candidates over the age of 18.
* Entrepreneurial mindset - able to think outside of the box for creative ideas and ways Do615 can work with other companies to generate attention, audience growth, brand awareness, sales/revenue, etc.
* People skills - able to aggressively and tactfully talk with people and businesses to encourage them to engage with Do615.
* Ability to stay calm in high pressure event environments.

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* Deep understanding of the Do615 product - how and why it’s beneficial whether speaking with clients or users.
* Candidate should ideally be looking to fill a college credit requirement. This is negotiable depending on other skills and credit available, but candidate will have to prove ability to take on such an important role if not seeking credit.

**Responsibilities**
* Content Management including reviewing the website for accuracy and aesthetic cohesiveness, entering shows/events as well as happy hours and daily specials from various sources i.e. newsletters, venue and event calendars, fixing / adding events, artists, venues, etc; and “Front Page” management.
* Creatively thinking about other editorial content that would be of interest to the Do615 community.
* Concept social media posts or contests for giveaways and other promotions to be executed by Content Manager
* Produce inventive ideas to solve various marketing needs and take on tasks as they arise.
* Find creative opportunities for media trades, event sponsorships, partnered content, and brand partnerships.
* Be able to attend a large majority of Do615-produced events outside of normal office hours.
* Compile lists of leads w/ links to website, social media, and contact info.
* Pulling advertising metrics for campaign reporting.
* Additional various tasks - running errands, helping out with the Do615 events, etc etc.

**Internship Specialties:**

**Sales & Business Development**

**Additional Job Requirements and Skills Needed**
* Some experience with event planning, budgets, logistics, and ability to stay calm in high pressure event environments is ideal.
* Strong research and organizational skills for lead generation and development.
* An understand of audience and demographic overlap and needs.

**Specific Responsibilities**
* Develop basic understanding of sales process (finding leads, creating proposals, client relations, and generating campaign reports).
* Brainstorm brand/company partnerships that meet any of the following criteria: our audience would benefit from their events or products, their company would benefit from getting in front our audience, or it could introduce new, niche demographics to our platform.
* Use local media outlets and other event sites for upcoming events that could be advertised on Do615.
* Find creative opportunities for media trades, event sponsorships, partnered content, and brand partnerships.
* Compile a weekly list of leads w/ links to website, social media, and contact info.

Content, Editorial, & Audience Growth

[Additional Job Requirements and Skills Needed]
* Strong understanding of Facebook, Instagram, and Twitter with current, active profiles on each.
* Strong, proven writing skills with examples; specifically familiar with event previews, reviews, and blogging in general.
* Strong focus, able to work quickly and efficiently, and have an eye for detail/organization.
* Previous knowledge of search engine optimization.
* Strong understanding of marketing and/or digital audience engagement.

[Specific Responsibilities]
* Content Management including entering events as well as happy hours and daily specials from various sources i.e. newsletters, venue and event calendars, fixing / adding events, artists, venues, etc; managing queues, and “Front Page” management
* Developing ideas and concepts to increase impressions and audience engagement on the Do615 website, in the daily newsletter, or via social media.
* Create content that will satisfy needs and interests of our current audience, as well as content that could reach new niche audiences via search engine optimization.
* Creatively thinking about other content, giveaways, and opportunities that would be of interest to the Do615 community and work to increase engagement and/or registration.

Photography & Videography

[Additional Requirements and Skills Needed]
* Previous experience with photography and/or videography - portfolio or website available to show
* Professional behavior during shoots or any client content collection environments.

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* Strong understanding and experience with necessary programs: Adobe Lightroom, PhotoShop, Final Cut Pro, etc.
* Any content captured will be credited to the artist and can be used for portfolio building purposes

**Specific Responsibilities**

* Photograph or film a wide variety of content for Do615 and Do615 clients/partners.
* Attend shows, events, and festivals with photo passes and represent Do615.
* Ability to deliver quality edited images within 48 hr window.

**Internship Program**

Our internship program introduces candidates to the financial services industry and allows them the opportunity to shadow advisors, conduct financial interviews, illustrate various products, and understand the process of completing a financial plan. Upon completion, the candidate will have the insight to determine if an ongoing career is right for them.

**Attributes of a Successful Candidate**

» Social
» Loves people
» Intelligent
» Hard working
» High integrity
» Entrepreneurial spirit
» Professional appearance
» Desire to control earning potential
» Someone you’d trust with your own financial affairs

**Opportunities**

**Industry Knowledge**
Time will be devoted to understanding the activities and characteristics required to be successful as a Financial Advisor.

**Advisor Shadowing**
Interns will be paired with Financial Advisors.

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Advisors to assist in their daily workload. Activities can include client meetings, case preparation, portfolio reviews, etc.

Case Studies
Mock case studies will be worked to learn best approaches to financial planning, portfolio construction, product illustrations, and presentations of results.

Financial Interviews
A series of Financial Opinion Surveys will be completed allowing for communication with the public. This will reveal social skill sets and provide real life interaction around financial topics.

Financial Plan
At the conclusion of the internship program, the candidate will understand the process of how a written plan is designed and implemented by a qualified financial advisor.

Licensing & Registration
For individuals that excel during the internship program and desire to move forward with a career, we will sponsor for the necessary licensing & registration to begin in the industry.

Securities and investment advisory services offered through qualified registered representatives of MML Investors Services, LLC. Member SIPC. 949 South Shady Grove Rd., Suite 300. Memphis, Tennessee 38120. 901.767.5951. CRN202006-232227.

Clearloop

A Nashville renewable energy accelerator called clearloop to offer a data, sales, marketing & research internship opportunity to any of your students. I have posted through Lightning Career Link but students may also reach me directly at justin.whitmer@clearloop.us. We believe that clearloop is a great opportunity for young individuals in many different disciplines to gain some start-up experience while contributing to protecting the environment. The pay is $12/hr.

Description of the position:
• **Clearloop** is a startup based in Nashville, TN that is focused on accelerating the greening of the U.S electricity grid-- particularly in the hardest to reach places like the South and Midwest.

• Clearloop was founded by three Tennesseans who want to make sure that the innovation and benefits of renewable energy reaches all communities around our country equally.

• We are looking for someone that is scrappy, professional, and hardworking with a willingness to pick up the phone. We are also looking for social media or marketing experience with a strong sense of self-motivation.

• If you are interested in tackling climate change, feel comfortable in unstructured environments, can maintain a high level of confidentiality, and want to see what building a start-up is all about, then apply to be a clearloop fellow.

• To apply to clearloop’s paid position, please send your resume and a brief email explaining why you’re interested in the position, days and times you would be available, and any other relevant information to hello@clearloop.us.

**Justin Whitmer, Business Analyst**

Justin.Whitmer@clearloop.us

O: (615) 645-7576

C: (941) 735-5965

clearloop.us

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**Firebrand Communications**

My company is looking for 5-6 interns for the Fall 2020. The internship would be virtual (between 10-25 hours depending on the role).

It's for Kelly Roach Coaching!

https://kellyroachcoaching.com/

We are looking for interns in the following areas:

- Social Media Marketing
- PR
- Videography
- Writing
- Graphic Design

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We'd love students in their senior year who are majoring in:

- Communications
- Entrepreneurship
- Marketing

But will take anyone wanting to learn in the above listed areas. Start date is August 3rd! If you have anyone looking I'd love to be connected! We've loved our MTSU interns and would love some others!

-Danielle Cevallos
danielle@firebrandcommunicationstrategies.com

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

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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 Becca Cutter, Executive Director at rcutter@honeyhillhc.com for more information.

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, along with the monthly Tracking Tennessee’s Economy reports.
BERC is currently seeking an intern who is interested in working in a fast-paced, multifaceted environment, including both remote and on-site collaboration. Interns will work under the guidance of the director and will participate in activities that include but are not limited to research, data gathering and analysis, economic report writing and editing, and general organizational projects.

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

Interested students should submit cover letter and resume to Dr. Murat Arik, BERC Director, at murat.arik@mtsu.edu. Qualified applicants will be contacted to schedule an interview via Zoom or Skype.

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**Tennessee Craft Distributors**

We would welcome another student from the entrepreneurship program. We would also be interested in interns that are seeking their business or marketing degrees. Candidates that are looking to improve and expand bookkeeping an accounting skills would be welcomed.

Tennessee craft distributors is a growing wholesaler of craft beverages alcoholic and nonalcoholic. Our main products are craft beers but we also have spirits, kombucha, mixers and CBD beverages. We are in the process of growing our business and especially expanding our online purchasing options through our B2B website. Intern candidates would be expected to perform a range of duties in the primary tasks would be helping TCD to improve our web / social media presence and to continue to grow our online store. Depending on the interns major, we could also have that person help us further develop our financial key metrics if the student has a business background or seeking a business degree.

Here some of the key qualifications and skill sets we are looking for:

- Ability to use Microsoft XL Word and PowerPoint
- Skill sets in Basic web design with some marketing knowledge
- Basic accounting/Bookkeeping skills “we use QuickBooks Enterprise”
• Must be willing and physically able to also help as required in our warehouse as needed, we are a small but growing company where everyone has to help with all tasks

Please let me know if you need a little bit more detailed job description.

Thank you,

Ed Muranyi, Certified Cicerone®
Owner / Purveyor of Liquid Art

Tennessee Craft Distributors, LLC.
820 Park Ave., Suite G
Murfreesboro, TN 37129
313 580 0398 (m)
ed@tncraftdistributors.com
www.TnCraftDistributors.com

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InterMetro Industries Corporation

Job Description

Human Resources
Intern

SCOPE OF POSITION:

In this position, the intern will be exposed to all functions of Human Resources in a distribution center environment with a focus on full cycle recruiting. Interns will

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report directly to the Human Resources Manager

RESPONSIBILITIES:

- Partner with the HR Manager to create a full cycle recruiting plan for the InterMetro’s Murfreesboro Distribution Center.
- Review resumes and applications through an Applicant Tracking System (ATS)
- Learn how to post, update, and remove job ads from job boards, careers pages and social networks.
- Assist in executing New Hire Orientation for every candidate placed
- Screen resumes and schedule interviews as needed
- Learn how to conduct phone, Zoom/Teams and/or in-person interviews.
- Track weekly and daily recruitment metrics and consult with HR Leadership on maintaining applicant flow
- Communicate with temporary staffing agencies on daily and weekly staffing needs
- Participate in organizing company events and career days
- Complete other projects/tasks as assigned

QUALIFICATIONS:

- High school diploma or GED
- 2.5 grade point average
- Currently pursuing a degree in human resources or other related field
- People oriented with excellent customer service skills
- Bilingual in Spanish a plus
- Available for a 4-month internship, renewable at the end of each semester (Spring, Summer, Fall)
- Superior communication (written and verbal English) and organizational skills.
- Self-starters who are results oriented, resourceful, analytical, innovative, intellectually curious and who take initiative and risk

TECHNICAL:

- Experience with MS Office applications
- Familiarity with HRIS, ATS and resume databases
- Above average typing/computer skills

ADDITIONAL INFORMATION:

- Flexible schedule: 20-25 hours per week
- Competitive pay at $14 hour
- Limited ability to work remotely
- It is the student’s responsibility to seek possible credit for this internship.

Intermetro is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Intermetro is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Intermetro are based on business needs, job requirements and individual
qualifications, without regard to race, color, religion or belief, […], family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Intermetro will not tolerate discrimination or harassment based on any of these characteristics. Intermetro encourages applicants of all ages.

MTSU Student Athlete Enhancement Center

ACADEMIC MENTOR/ACADEMIC TUTOR

3.20 GPA/GRADUATE/SENIOR/JUNIOR STATUS

DAYTIME Hours M-R 9 AM-1 PM/EVENING Hours 4 PM-9 PM

ACADEMIC MENTOR: works with students virtually
Monitoring work, teaching study skills,
time management, organization, etc.

ACADEMIC TUTOR: works virtually with small group or one on one in specific subject content.

SALARY: based on experience and level of education

SEND RESUME TO: wynnifred.counts@mtsu.edu

Applicants will be screened and contacted for an interview.

Nashville General Hospital Internship – Multimedia Marketing

8/11/2020
Nashville General Hospital is offering an unpaid internship opportunity that will help students gain valuable experience while using multimedia skills, such as video recording, video editing and graphic design, with a hospital that has been serving the community of Nashville and Davidson County for 130 years.

This internship is for a graduate student that is interested in gaining real world experience working for Middle Tennessee’s Essential Hospital. Student will be able to work from home with the opportunity to gain internship hours that may apply towards college credit.

Please send resume to Kate Haygood at kate.haygood@nashvilleha.org.

Nashville General Hospital Internship- Communications

Nashville General Hospital is offering an unpaid internship opportunity that will help students gain valuable experience in their chosen field while using Communication skills, such as social media content and copy writing. Nashville General Hospital has been serving the community of Nashville and Davidson County for 130 years.

This internship is for a graduate student that is interested in gaining real world experience working for Middle Tennessee’s Essential Hospital. Student will be able to work from home with the opportunity to gain internship hours that may apply towards college credit.

Please send resume to Kate Haygood at kate.haygood@nashvilleha.org.

Wax Eloquent

Our business is to help grow other businesses through digital marketing. Interns will see how we do that through web development, creative design, social media advertising, google adwords campaigns, SEO optimization, lead generation, automated email campaigns. We'll give the students plenty of opportunities to be involved with client work in those areas and potentially meet with clients.

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Applicants who possess skills in any of the above areas are helpful, but more than anything we’re just looking for proactivity, assertiveness, a willingness to learn, and a “how can I add value” kind of attitude.

This is an unpaid internship.

To schedule an interview, use this link: https://letsmeet.io/waxeloquent/wax-internship-meeting

For questions or additional information, please contact Weston Wax at weston@waxeloquent.com