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.

**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.
Tennessee Department of Treasury
2022 Summer Internship Program

The Tennessee Department of Treasury’s Summer Internship Program is a 10-week paid educational and experiential learning opportunity from June 6 to Aug. 12, offering undergraduate and graduate students a chance to witness and participate in the operations of a state constitutional office. The program is both professionally and academically beneficial, providing interns with hands-on, practical experience in state government. This is a mostly virtual internship with the hours of 8 a.m. to 4:30 p.m. Monday-Friday. Occasional travel to our downtown Nashville office may be required.

About Treasury

Treasury’s mission is to invest in the well-being of Tennesseans through exceptional financial leadership, management, service and education. The Tennessee Department of Treasury employs nearly 300 people in a variety of responsibilities. Our employee functions vary from investing, accounting, and risk management, to retirement counseling, and returning unclaimed property. We seek the most passionate, dedicated, and innovative people who have the ability to positively impact the lives of Tennessee families.

Some of the programs we administer include:

- Tennessee Consolidated Retirement System
- TNStars College Savings 529 Program
- Tennessee Financial Literacy Commission
- Unclaimed Property
- ABLE TN
- RetireReadyTN

Eligibility Requirements

1. Be enrolled in or a graduate of a degree-seeking program at an accredited college or university
2. Must provide own housing accommodation

Application Process

Submit your resume to Treasury.Resumes@tn.gov with the subject line “Summer Internship,” as well as your division of choice. Successful candidates will be contacted by phone to schedule an interview.

Application Deadline is February 28

Featured Positions

Accounting Information Systems Capitol Office Communications & more!

What Former Interns Have to Say:

“The Treasury internship supplied vital information that helped me succeed in my future career. There is truly nothing comparable to the opportunity to apply concepts to actual real world problems.”
- Hannah Willis, Accounting Intern, 2016*

“The opportunity to work on software development projects across various programming languages and systems challenged me to learn and try new ideas. My contributions to projects as an intern continue to be utilized by the Treasury Department.”
- Nick Rummel, Information Systems Intern, 2017-2018*

“The internship provided me with the opportunity to apply all the education acquired during my undergrad, which established further confidence in my capabilities and confirmed the direction I wanted to take my career.”
- Kristy Brown, Legal Intern, 2017

“This internship gave me vital hands-on experience with real communication projects; particularly, video production. From setting up lights and equipment, to scripting and editing, I participated in every step of the process. In short, this internship taught me what you can’t learn in a classroom.”
- Maisie Williams, Communications Intern, 2021

“The opportunities to engage in highly complex and intellectual discussions, not only with the entire investments team but also with other analysts in the industry, was the most impactful part of this internship. Every single day felt different, and I was looking at financial markets from a whole different lens.”
- Harris Parvaze, CFA, Investments Intern, 2021

*Now full-time employees!
Accounting
Provides accounting support and financial reporting for various programs, investment portfolios, and funds administered by Treasury. Provides banking operations, financial controls, and bank reconciliations in controlling the cash transactions of the State. Requirement: Accounting major; strong interest in governmental accounting and CPA certification post-graduation.

Audit & Compliance
Responsible for developing and administering Treasury's risk-based investment compliance program. Assists in analyzing various investment risk and control functions, and drafting investment guidelines and procedures. Required Major: Finance, Accounting or Law.

Communications
Division is responsible for all press, public relations, publications, and communications on behalf of Treasury and its programs. Supports work of the division by maintaining professionalism in all communications and developing new ways to communicate internally and externally. Required Major: Communications or Journalism.

Financial Empowerment
Division is tasked with engaging members of the state’s retirement plans, political subdivisions, and citizens of TN to increase financial literacy, wellness, and retirement readiness. Projects will include researching and comparing industry data, developing strategies to build operational efficiencies, reviewing and updating published materials and website resources, and supporting the daily activities of the division. Preferred Majors: Business, Finance, Accounting, Public Administration.

Human Resources
Responsible for recruitment of staff, performance management, employee relations, compensation analyses, and providing customer service to employees. Requirement: Business or HR majors, strong analytical skills and interest in policies and procedures.

Information Systems
Creates, maintains and manages technology infrastructure and assists divisions to properly use existing systems and improve processes through appropriate technology solutions. Requirements: Major in Technology, Computer Science, or related field, with at least two years of school completed. Understanding of SQL programming using SSMS. Data analysis and experience with reporting tools. Strong interest in web development and technologies.

State Treasurer's Capitol Office
Duties include front office administration, correspondence, employee events, preparation and staffing of Treasurer speaking engagements, etc. Will have interface with state legislators, executive branch agencies, and other constitutional offices. Must be able to interact effectively with individuals at all educational and professional levels. Must be efficient with Microsoft Office and have strong writing abilities. All majors considered; strong interest in public service.

Tennessee Consolidated Retirement System
Supports activities related to retirement member benefits. Determines member eligibility for benefits, calculating monthly benefit amounts, reviewing and adjusting retiree benefits, researching and responding to member inquiries and advising members of retirement provisions. Requirement: Major in Math or Business. Math aptitude and detail orientation. Strong interest in public service.

Unclaimed Property
Work on special projects with Directors and/or Managers. Review Unclaimed Property claims for approval. Assist with outreach in locating owners. Travel may be included. All majors considered; strong interest in public service.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.
Summer 2022 Internships - Nashville Predators (Nashville, TN)

(for internship postings click the link above)

Nashville Predators jobs
Sports Jobs in Nashville · TN
Internship: Internship

The Nashville Predators offer full-time college students the opportunity to gain hands on experience and earn college credit at the same time! Predators’ internships make it possible for students to learn how a professional sports team operates daily. We are looking for a very energetic and outgoing individual who have a positive, can-do attitude and have a strong desire to learn and be part of the Smashville culture. In addition to the duties and objectives for each internship, students will receive the opportunity to gain exposure to different departments and entities within the Nashville Predators organization.

Nashville Predators Internship Requirements:

- Ability to work extended days, hours, evenings, weekends, and holidays during the hockey season
- All interns must be students at accredited colleges and universities, with the ability to earn academic credit for time spent in an internship position
- Internships do not provide compensation, housing, or transportation
- Internships do not guarantee full-time positions with the Predators upon completion
- As a condition of internship, qualified applicant will be subject to a background check, which will at a minimum include a criminal background check and character references and if applicable, may include a driving history check
- Be able to maintain confidential information

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.
Executive Intern
Duck River Electric

BE A PART OF POWERING MIDDLE TENNESSEE! Duck River Electric Membership Corporation (DREMC) is a member-owned electric cooperative, serving an area of approximately 2,500 square miles across 18 counties in southern middle Tennessee. Our amazing team at DREMC distributes safe and reliable electricity at the lowest possible cost, promotes and facilitates economic development, and enhances the quality of life for members across 6,300 miles of line.

POSITION PURPOSE: The Executive Intern will assist DREMC’s President and CEO with administrative support, research, and other daily tasks as requested. As a member of the Administration team this experience offers valuable insight into the daily office operations of a large electric cooperative, which maintains an annual operating budget of approximately $200 million and serves over 80,000 members.

PRINCIPAL ACCOUNTABILITIES:
1. Filing, scanning, and organizing documents
2. Assisting with general office duties such as answering phone calls and responding to email
3. Research and special projects as assigned

MINIMUM REQUIREMENTS:
Education: A post-secondary degree or current enrollment in a higher education degree plan with a focus in business, marketing, accounting, or a related field is required. Candidates in pursuit of a post-secondary degree must be in good standing.

Knowledge/Skills/Abilities:
• Excellent verbal and written communication skills.
• Strong problem solving and analytical skills.
• Advanced working knowledge and experience in Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook.
• Self-motivated and eager to learn with a desire to grow and develop.
• Must maintain a high level of confidentiality.

REPORTS TO: President and CEO

AVAILABILITY: This position requires availability Monday through Friday for 20-30 hours per week. This is not a remote position. The weekly schedule will be determined based on the availability of the Executive Intern and the needs of the team. Minimum 12-week assignment. BENEFITS: This is a non-benefitted, part-time, paid position.
Location: Shelbyville, TN

Qualified candidates must submit a cover letter & resume to employment@dremc.com to be considered.
DREMC does not accept resumes from third party recruiters. Equal Opportunity Employer EOE/AA M/F/D/
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.*
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.

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 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.

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

Does this sound like you or someone you know? Contact Mike Prokop.

3401 Mallory Lane, Suite 220
Franklin, TN 37067
P: 615-778-3233
E: mprokop@strategicfinancialpartners.com
www.strategicfinancialpartners.com
Spread the Positive

Spread The Positive Intern Job Description

Fall 2021 Internship will be a 12-week internship. Working as a Spread The Positive intern you will work as a social media & marketing intern. You will learn valuable lessons around branding, graphic design, storytelling, content creation, marketing, e-commerce and a variety of areas to make a real impact with the work you are doing. Spread The Positive is a content creation and media production company that showcases and facilitates efforts that are making a positive impact in our local communities. Podcasts, video series, commercials, audio recording services, social media campaigns, positive PR campaigns, and other services are all offered through our company. You will have the opportunity to work on projects in all of the services listed above, get exposure to day-to-day operations, connect with amazing content creators, and have a successful and meaningful internship.

Bring your ambition, enthusiasm and big ideas to this internship and you will have a great experience!

Projects you will be working on will include and requirements:

• Update content throughout the social media assets of Spread The Positive

• Create content around positive, uplifting, and inspiring stories.

• e-Commerce management. Product and apparel development.

• Work with the Media team on content creation. Organize media shoots.

• Current student at an accredited university

• Freshman, Sophomore, Junior, Senior or Graduate student

• Analytical Skills

• Excel

• Project Management

• Strong Communication Skills
Spread The Positive is a multimedia content creation company. With focuses in podcast creation, video series, positive PR campaigns, and more all based around uplifting and positive content. As an intern you will be building the brand awareness of Spread The Positive and ultimately making direct impact through our community outreach opportunities. As an intern you will be very involved with the inner workings of a media company. You will be directly involved with real projects and building a company based around the principles of Spread The Positive.

Check out spreadthepositive.net for more information.

Now accepting resumes and applications.

**Showcasing and Facilitating "what's going right"

[www.spreadthepositive.net](http://www.spreadthepositive.net)

Contact: Trent Denson. [trentdenson86@gmail.com](mailto:trentdenson86@gmail.com)
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.

We are an equal opportunity employer. Diverse and unique experiences and point-of-views are vital for our city’s continued growth. Whether it be race, religion, sex, sexual orientation, or gender identity, we’re proud to have a seat at the table for anyone looking to keep Nashvillians doing awesome things.

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 opportunities. Interested? Please email your resume and cover letter with availability to Chris@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.
- 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 tactfully talk with people and businesses to encourage them to engage with Do615.
- Ability to stay calm in high pressure event environments.
- 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.
- 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
- Additional various tasks - running errands, helping out with the Do615 events, etc etc.

Internship Specialties:

Sales & Business Development

[Additional Requirements and Skills Needed]
- Strong research and organizational skills for lead generation and development.
- Some experience with event planning, budgets, logistics, and ability to stay calm in high pressure event environments is ideal.
- An understanding of audience and demographic overlap and needs.
- Creative thinking and the willing to take initiative

[**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 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.

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**Elmahaba Center**

1. Oral History Internship for our Coptic Nashville Project
   Stipend: $1,500 from June-August 2022
   Duties: update map with Coptic locations, write brief descriptions, and support oral history interview process
   Apply: email general@elmahabacenter.org with resume and in the body of the email explain your interest in this project
   To view the project:
   [https://copticnashville.omeka.net](https://copticnashville.omeka.net)

**About the Project**
In the summer of 2021, Elmahaba received an Opportunity Grant of $2,500 from Humanities Tennessee to launch this project. With that grant, we hired a photographer and mapper, and paid for a subscription of Omeka for the next three years to house our map.

We started simply with the idea to map 30 Coptic spaces in Nashville and the surrounding area. Keria, our photographer, ended up photographing over 40 spaces excluding the Orthodox, Catholic and Protestant churches, and Mirette mapped those locations with descriptions. Both Nashville life-long residents from the Coptic community, Keria and Mirette detailed a history of our people in Nashville.

In December 2021, we received a year-long grant from Humanities Tennessee through SHARP to continue this work and maintain this oral history project for 2022—not only in maintaining and adding to the Omeka, but also in training young Coptic individuals in Nashville to take up oral history through small stipends for interns.
The unique opportunity includes a **four-week full-immersion experience** in Milwaukee, Kohl’s world HQ, (where lodging and ground transportation is paid by Kohl’s) and receive a great experience, a competitive weekly salary, and:

- live presentations from the CEO and CFO of Kohl’s
- interesting and exciting work assignments that showcase different areas of the Kohl's enterprise
- music festival excursions, Milwaukee Brewers baseball games, and many more fun entertainment experiences

The **other six weeks of the corporate internship is virtual** and an opportunity for your students to work from home or school to take advantage of the summer of this excellent internship.

We encourage you to share the links below with the following majors:

- Business
- Marketing
- Advertising
- Finance
- Retail
- Fashion Merchandising
- Computer Science

Check out the Kohl’s Early Talent page- [https://careers.kohls.com/internships](https://careers.kohls.com/internships) to learn more about the specific positions related to your major
If you are a college student majoring in:

Business  Marketing  Advertising  Computer Science
Finance   Retail   Fashion Merchandising

APPLY TODAY!

This dynamic blended summer internship experience includes:

- Paid lodging and ground transpo for a four-week full-immersion experience in Milwaukee (the world headquarters for Kohl’s)
- Unique opportunities to hear live presentations from the CEO and CFO of Kohl’s
- Attend music festivals, Milwaukee Brewers baseball games and many more experiences
- An additional paid virtual six weeks working from home

Scan to Apply

***This information is also listed on The Harbor Institute’s Handshake page***

APPLY TODAY! (click the link below or scan the QR code above)


Eric J. Simeon, Ph.D.
Senior CBFO Ambassador; Consultant and Researcher

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Mobile 813-758-5632  Email esimeon@theharborinstitute.com
Website http://www.theharborinstitute.com/
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.
POSITION SUMMARY: The staff at United Way of Rutherford and Cannon Counties seeks an intern to assist in activities related to marketing, communications and events. The ideal candidate is a self-starter, organized, and detail-oriented with strong interpersonal skills. Internship is paid, offering in-office and applied experience as well as academic credit for internship where this applies.

PRIMARY DUTIES AND RESPONSIBILITIES:
- Assists with digital and print communication efforts, including design, writing, and printing
- Communicates with community members, guests, etc. about United Way’s mission, programs, and events
- Serves as a representative of United Way at community events and activities
- Plays a role in the development and execution of short and long-range goals and strategies for United Way
- Collaborates with other development staff and interns in the planning of fundraising work and collective activities

QUALIFICATIONS:
Candidate must be a college student available approximately 15-19 hours per week between the hours of 8:30 AM and 5:00 PM as well as available for occasional after-hours events. Students majoring in mass communications, marketing, communication studies, business administration, or a related field preferred.

OTHER SKILLS:
- strong interpersonal and problem-solving skills
- ability to communicate effectively with a diverse range of individuals
- highly developed organizational and planning skills
- highly developed oral and written communication skills
- extremely detail oriented
- ability to handle multiple projects and tasks simultaneously
- proficient in Microsoft Office, Adobe software and/or Canva
- aptitude with various social media platforms

WORK ENVIRONMENT: Position is in an office setting that involves everyday risks or discomforts that require normal safety precautions. Frequent off-site meetings and events are also a component of this position.

*The above statements are intended to describe the general nature and level of work being performed by individuals in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills of personnel so classified.

TO APPLY: Please send your cover letter and résumé to Haley Adams haley.adams@yourlocaluw.org.

Mission: To improve lives by advancing opportunities for education, health and financial stability for all

Vision: To be the primary community solutions leader for human services
Recruiting Intern

JOB DESCRIPTION

REPORTS TO: Human Resources Manager

JOB SUMMARY: The primary function of the Recruiting Intern is to manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants for both salaried and hourly positions.

ESSENTIAL RESPONSIBILITIES

● Promote, work, and act in a manner consistent with the mission of A. Marshall Hospitality: “To make every person we interact with feel like family and to make every guest a fan.”
● Source and contact candidates online via our Applicant Tracking System, social media & other outlets.
● Screen resumes and job applications.
● Interview potential candidates. Coordinate the scheduling of 2nd and 3rd interviews with hiring managers/directors.
● Follow up with candidates throughout the interview process.
● Create offer letters, send paperwork and onboard into applicable systems.
● Design flyers and distribute them to local community centers, schools, etc.
● Assist restaurant managers with the hourly recruitment cycle.
● Keep ATS (Applicant Tracking System) up to date.
● Assist with hourly terminations.
● Collaborate with the HR Manager to offer suggestions on new and creative ways to reach candidates.
● Performs other duties as assigned.

ESSENTIAL COMPETENCIES

● Excellent communication skills for dealing with diverse staff.
● Self-discipline, initiative, leadership ability and outgoing.
● Pleasant, polite manner and a neat and clean appearance.
● Multi-tasking and problem-solving: Must be able to handle the pressures of simultaneously coordinating a wide range of activities and recommend appropriate solutions to restaurant problems.
● Vigilance in scanning the external environment to anticipate business and talent threats and opportunities.
● Technological savvy to drive efficiencies and to engage the workforce through innovations in technology solutions.
● A risk management perspective with regard to talent.
● The ability to convey the importance of talent at all levels as a fiduciary issue to the leadership team.
● Legal literacy to help ensure a culture of compliance and integrity at every level of the organization and across borders.
● Operational ability to ensure that the transactional aspects of HR are well executed in a world of fast-moving and changing expectations of the employee population.
Essential Tools & Technology Requirements

- R365: Restaurant Management Platform - used for messaging teams
- Google for Business: Google Chat, Google Email, Google Drive, and Google Calendar
- Word Processing Software: Microsoft Word or Google Docs
- Spreadsheet Software: Microsoft Excel or Google Sheets
- Employee Lifecycle Platform: Dominion
- Applicant Tracking System: EfficientApply

Essential Qualifications

- Bachelor’s degree in Human Resources, Business Administration, or related field preferred.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Have reliable transportation to and from work.
- Must pass the federally mandated E-verify process.
College to Career Program - Emerging Coach

• Attracting graduates from 2-year to 4 year institutions - Associate’s or Bachelor’s degree.
• Available to start June 2022.
• Open to Walmart hourly associates.
• 2-year ongoing leadership development program.
• Competitive salary – $65,000
• Compensation reward every 6 months
• Tailored training & Exposure to total store.
• Comprehensive benefits, including health coverage*
• Rotating work schedule

*Subject to eligibility conditions and plan terms.
College to Career- Summer Intern Program

- Attracting students from 2-year to 4-year institutions-graduation within the next 12 months.
- Available to start June 2022.
- 10-week summer program
- Competitive salary - Starting at $25/hr.
- Emersion into retail management.
- Exposure to executive leadership team.
- Leadership training- on hands and classroom environment.
- Project ownership that will impact a multi million-dollar business.
- Lead teams and the business.
- Comprehensive benefits, including health coverage*

*Subject to eligibility conditions and plan terms.
Apply Today

Apply in Workday today:
Internship-R-971892
Internship -R-971780
Internship -R-972140
Internship -R-1011404

Emerging Coach -R-991647
Emerging Coach-R-991635

Contact :
POL Jessica Alexander
Jessica.alexander@walmart.com
HR Intern

- 850 Steam Plant Rd, Gallatin, TN 37066, USA
- Intern
- FLSA Status: Non-Exempt

Company Description

ITW StempTech Fasteners 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 StempTech Fasteners also supplies a variety of other industries including appliance, computer and farm machinery manufacturers.

ITW StempTech Fasteners 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.

Job Description

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
- Various recruiting activities for division
- Maintaining divisional HR dashboard
- 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

Qualifications

Competencies:

- Ability to work on projects and hit deadlines
- Ability to collaborate with stakeholders
- Ability to effectively communicate to a wide range of audiences
- Team player
- Ability to solve problems creatively and effectively
- Ability to analyze data

What We Need You to Have:

- 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
Account Manager

**Delivering High-Quality Service With A Smile**
We’re Remote Wireless Connect, a locally owned and operated service provider that serves the middle-Tennessee marketplace. Our team of dedicated service professionals delivers fast and reliable internet, phone, and tv service.

**Why Work With Remote Wireless Connect?**
At Remote Wireless Connect, we take pride in delivering fast and friendly service to our community. That’s why we’re looking for individuals who want to leverage their natural skills and talents to serve the community.

Plus, we understand how important it is to have a good work-life balance. That’s why we’re dedicated to helping our team members achieve their professional goals based on their unique and individual scheduling needs.

**No Experience? No Problem!**
We’ll give you the tools and knowledge you need to become successful in no time.

**If You’re Someone Who:**

- Is highly motivated and driven to meet and exceed goals
- Possesses an independent and self-motivated work ethic
- Considers yourself a people person and a strong and effective communicator
- Can build lasting relationships with others through exceptional customer service

Then this could be the perfect job for **you**!

**Role Responsibilities:**

- Establish and maintain client relationships within designated territory
- Use effective prospecting techniques to identify prospective clients and generate leads
- Employ exceptional communication skills and customer service to build positive dialogue with new and existing customers
- Accurately explain and showcase product offerings to prospective clients and serve as the primary point of contact for all client inquiries
- Conduct follow-up correspondence with prospective clients and implement closing strategies to solidify new business
- Build relationships within the community by attending local networking events
- Perform other duties as assigned

**Requirements:**
Entrepreneurial spirit
Ability to pass a background check
High level of computer literacy skills
Previous sales experience is helpful, but not required

Benefits:

- Training provided
- No experience required
- Uncapped earning potential

Schedule:

- Flex-Schedule

Salary:

- Commission-based
- Uncapped earning potential

Location:

- **Hybrid**: Remote & within Rutherford County, TN
- Other locations available

*Remote Wireless Connect is an equal opportunity employer.*