



MIDDLE TENNESSEE STATE UNIVERSITY

Management, Entrepreneurship, and Business Administration Internship Opportunities – Fall 2023

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 Application and have the employer complete the Employer Data Sheet, which can be found at <http://www.mtsu.edu/management/internship.php> and submit them to Dr. Shanine via email at Kristen.Shanine@mtsu.edu. You are welcome to contact Kristen.Shanine@mtsu.edu or Deborah.Roberts@mtsu.edu to discuss the internship requirements of the program as a whole.

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.

<https://mtsu.edu/career/handshake.php>

The Tennessee Small Business Development Center At Middle Tennessee State University

Internship Opportunity

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

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

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

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



UNITED WAY OF RUTHERFORD AND CANNON COUNTIES MARKETING & COMMUNICATIONS INTERNSHIP

POSITION SUMMARY: The staff at United Way of Rutherford and Cannon Counties seeks an intern to assist in activities related to marketing, communications and digital media. 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
- Develops visual components for social media and website, specifically graphics, photos and videos
- 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

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
- 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
- basic to advanced photography and videography skills for digital media
- aptitude with various social media platforms like Facebook, Instagram, LinkedIn

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. Priority will be given to résumés submitted by August 11, 2023.



Development Intern-Fall 2023

Department: Development

Reports To: Donor Relations Manager

Semester: Fall 2023

Internship Description:

Cheekwood Development Internships are designed for undergraduate students or recent graduates seeking experience at a non-profit arts and cultural organization. The intern will be exposed to all areas of fundraising including individual, corporate, and institutional (foundation and government) giving. The Donor Relations Manager focuses on stewardship of individual donors via different communication strategies. Additionally, this job will assist in executing multiple events that serve as benefits for donors of varying levels. This internship is ideal for individuals wishing to gain experience in fundraising and/or nonprofit administration.

Responsibilities:

- Assist with in-person summer events including, but not limited to, preparation, RSVP tracking, set-up, and breakdown.
- Support plans for the annual fall fundraising event including, but not limited to, purchasing supplies, managing design and printing deadlines, and tracking expenses with careful attention to detail.
- Assist with the entire Individual Giving team's weekly and monthly mailing efforts, including event invitations, acknowledgement letters, and membership card distribution.
- Track and manage opportunities for Cheekwood's Tribute and Memorial gifts program.
- Complete administrative tasks and duties for the department
- Complete additional tasks as directed.
- Assist with Prospect Research and Data Analytics to help identify potential new donors.

Hours/Time Commitment:

15-20 hours/week for up to 16 weeks

Education:

Junior or Senior at the undergraduate level, or recent graduate from an accredited university



Area of Study:

Art History, Business, English, History, Non-Profit Management, or related field

Compensation: \$15.00 hourly

Application Requirements: Interested applicants should submit a letter of interest with their resume, and a list of 3 references, at least one academic. Start dates may vary based upon department needs and schedule. To apply: <https://cheekwood.org/about/join-our-team/>. All interns will be required to undergo a background check.

Cheekwood is an equal opportunity workplace



Retail Ecommerce Intern-Fall 2023

Department: Retail

Reports To: Director of Retail

Semester: Fall 2023

Internship Description:

The Cheekwood Retail Department is seeking an intern to assist in the development and management of our ecommerce site. This person would be responsible for product photography, photo editing, writing product descriptions, fulfilling orders and inventory management.

Responsibilities:

- Product Photography & Photo Editing
 - Take multiple photos of products, showing different angles and lighting.
 - Style product photos for use on website and social media
 - Edit photos to match aesthetic of current product photography.
- Copywriting
 - Write accurate and engaging product descriptions for Item Pages
 - Record proper dimensions of items and load into backend of ecommerce site.
- Inventory Management & Shipping
 - Track inventory of online items and keep website counts up to date.
 - Remove items from sales floor once sold, pack and ship via USPS.
- Customer Service
 - Respond to any online inquiries regarding order status, promo codes or payment issues
- Marketing
 - Develop social media content for retail team that links to items being sold online.
 - Provide Marketing Team with weekly content for emails and social media.

Qualifications:

- Knowledge of basic photography principles, lighting, and basic photo editing (Photos will be taken using digital camera and/or smartphone). Intern is welcome to use their own camera if preferred.
- Excellent written communication skills
- Eye for design and attention to detail
- Familiar with SharePoint, OneDrive and able to work on a PC.

Physical Demands: The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to handle, feel, talk and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The employee is occasionally required to sit and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the noise level in the work environment is usually low to moderate.

Hours/Time Commitment:

Minimum 15 hours/week for up to 16 weeks

Education:

Sophomore or above at the undergraduate level, or graduate student from an accredited university

Area of Study:

Ecommerce, Retail Management, Entrepreneurship, Marketing, Fashion Merchandising, Photography or Business.

Compensation: \$15.00 hourly

Application Requirements: Interested applicants should submit a letter of interest with their resume, and a list of 3 references, at least one academic. Start dates may vary based upon department needs and schedule. To apply: <https://cheekwood.org/about/join-our-team/>. All interns will be required to undergo a background check.

Cheekwood is an equal opportunity workplace

FSD Intern Position: Training and Development

Company Overview:

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

Position Overview:

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

Responsibilities:

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

Qualifications:

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

How to Apply:

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

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

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



Internship Description

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

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

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

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

We are looking for interns who possess the following characteristics:

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

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



Elmahaba is looking for a

Civic Engagement Intern

Time frame: from the end of July to the beginning of November

Responsibilities: register Arabic-speaking people to vote at various events in the greater Nashville area; formulate a three-part series on local and federal issues (i.e. Driver's license exam in Arabic; MENA census category; etc.)

***Stipend is available. Arabic fluency is required.

To apply, email us with your resume and tell us why you'd be a good fit (in the body of the email): general@elmahabacenter.org



Love God. Serve People

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

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

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

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

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

DEVELOPMENT AND FUNDRAISING INTERN

Overview of duties

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

OUTREACH AND COMMUNITY PARTNERSHIPS INTERN

Overview of duties

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

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

CREATIVE CONTENT INTERNSHIP

Overview of duties

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

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

MARKETING & COMMUNICATION INTERNSHIP

Overview of duties

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

OUTREACH CENTER AND COMMUNITY CAFÉ

SOCIAL WORK INTERNSHIP

Overview of duties

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

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

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

NUTRITION INTERNSHIP

Overview of duties

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

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

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

INTERN REQUIREMENTS

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

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

Thank you for your interest.



PENNY HAAS
event planning & management



Event Intern

615.785.0938

PENNY@PENNYHAAS.COM

ABOUT THE COMPANY

We Plan Your Party

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



ABOUT THE JOB

Join Our Team

Internship Description:

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

Responsibilities:

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

Qualifications:

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

Additional Information:

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

Thank You

PAID MARKETING INTERNSHIP FOR ON YOUR MARK TRANSPORTATION LLC

On Your Mark Transportation is a consulting firm for ground passenger transportation in the United States and is based in Nashville, TN. Clients include coach services, public transportation, school buses, and limo services.

This paid internship position would be responsible for locating possible employers in the greater Murfreesboro area who would be good candidates to partner with for employee commuter solutions (van pool, etc). This is NOT a sales position. This will include all forms of marketing, including research, development, social media, visitation, and explanation of this government transit program for employees.

PAY RATE: \$15-20/hour dependent upon virtual or in-person presentations

RESPONSIBILITIES

- Research and identify employers with 200+ employees in the Montgomery County area
- Compile and update database of contact info for potential employers
- Schedule and conduct virtual or in-person informational sessions
- Create social media posts targeted to potential employers and clients who may benefit from our services

QUALIFICATIONS

- at least Sophomore standing; Junior or Senior preferred
- excellent oral and written communication skills
- comfortability and experience with public speaking
- basic marketing background required

SKILLS DEVELOPED

- -Market research
- -Social media, blog writing
- -Sales management software experience
- -Employer relations, relationship-building

IF INTERESTED

Please send Resume with a Cover Letter to

Mark@OnYourMarkTransportation.com

MORE INFORMATION ON THE COMPANY:

www.OnYourMarkTransportation.com

[www.Facebook.com/OnYourMarkTransportation](https://www.facebook.com/OnYourMarkTransportation)

Email: Mark@OnYourMarkTransportation.com



Stones River Consulting^{INC}
Retirement Plan Solutions for Small Businesses

Position: Intern
Location: Murfreesboro, Tennessee

About:

Stones River Consulting (SRC) serves as a third party administrator (TPA) to establish and simplify retirement plans for businesses owners and their employees. SRC gives expert advice and representation, all at a competitive cost so entrepreneurs can plan their retirement with security. SRC provides comprehensive consulting on all aspects of retirement planning.

Job Description:

This position will be responsible for providing support to staff at SRC through interfacing with multiple investment companies, creation of excel reports, and other duties as assigned. This position is unpaid.

Significance:

Asset reconciliation plays a vital role in the overall success for 401(k) plan participants. Our entrepreneurial environment provides excellent opportunity for systems improvement to positively impact our clients and their employees directly.

Responsibilities and Key Tasks:

Develop and maintain accurate excel files.
Interface and download sensitive data from various investment companies.
Reconcile data provided by clients to the data provided by investment companies.
Analyze, interprets, and reports findings to appropriate plan consultants.

Contact Information:

Dena Oneal, Director of Operations.
dena@src401k.com
615-971-3100

SOCIAL MEDIA INTERN JOB DESCRIPTION

Internship Description

We are looking for a social media intern to join our team. The internship pay is commissioned based and the pay is \$3,500 per Trucking Company that signs a 1-year advertising package. This amount is based on a team of 3 people. The number of the selected Trucking Companies targeted is 150-200. All have demonstrated an interest in advertising with CDLVET. The internship is remote and requires 15-20 hours per week or more depending on the workload of a certain week. The ideal candidate will have experience in managing Twitter, TikTok, LinkedIn, YOUTUBE and Facebook feeds and be enrolled in an undergraduate or graduate degree program in communications or marketing. Our social media/marketing internship provides an opportunity for students to gain practical experience with a growing Truck Driver Recruiting Website, and the potential to earn six figures and create a permanent position within the company. In addition, the interns will have an opportunity to work on our next Truck Driver Recruiting website (CDLWOMEN.com) at the beginning phase. And enjoy the same generous pay scale as mentioned above with the added benefit of a transferable customer base.

Responsibilities

- Help execute a strategy for the company's Twitter, Facebook, YOUTUBE, LinkedIn, and TikTok accounts
- Help develop a written promotional package and sponsorship packages
- Monitor social media and website analytics
- Establish a presence on Social Media channels and grow a brand
- Website changes, additions, developing marketing strategies, marketing campaigns
- Talking and meeting with Trucking Company's upper management/marketing teams via Zoom/phone calls
- Using social media channels to bring in traffic from the

Military Communities

- Demonstrating the advantages of advertising with CDLVET.com to Trucking Companies (leads and contacts provided)

Requirements

- Working knowledge of Twitter, Facebook VIDEO, YOUTUBE, LinkedIn, TikTok, and some web design
- Enrolled in an undergraduate or graduate degree programs in communications, marketing, and web development

- Understanding of basic social media analytic measurements
- Excellent verbal and written communication skills
- Ability to handle a flexible work schedule based on workload
- Can work very well as a team player

Benefits Of This Internship

- Practical experience developing and creating social media branding with current social media techniques and platforms
- Mentoring with a website owner that has 37 years of experience in the Trucking Industry
- Opportunity to help grow a brand
- Potential to earn six figures
- Potential to earn a permanent position with the company
- Internship pay is incentive and commissioned-based and pays \$3500 (Team of 3) for every Trucking company that purchases one year of advertising
- The Team receives credit and is paid for every Trucking Company even if Trucking Companies sign up on their own without contact from Team members
- Pay is based on a team of three (\$3500 or \$1,166 each)per sale and can be drawn immediately
- Opportunity to work on the next upcoming Truck Driver Recruiting Website for Women, CDLWOMEN.com
- Benefits of taking on a leadership role and growing with the company
- Opportunity to become the company's marketing director and appear in news articles, radio, and on-air
- Monetary Benefits of having transferable customers from CDLVET.com
- Benefits of creating a permanent position within the company

Thanks,
MJ

MJ Rader

Owner CDLVET

Business: 615-752-9685

<https://www.cdlvet.com>



Job Description:

Are you looking for an opportunity to grow as a leader in an environment where you are constantly in motion? How about learning and understanding a complex business from the ground up? Does leading a team to a goal interest you? If so, we have a program built just for you as a retail management intern! Our retail management intern will work closely with managers and Team Members to learn the many functions within our locations to include restaurant, tire care and retail operations. The **10-week program** is designed to get you onto the sales floor where you will provide exceptional customer service, drive sales through effective merchandising, and learn how to lead a team while earning **\$15 per hour**. You will also have the ability to work closely with management to explore the many opportunities Love's presents for a career in retail management.

About You:

- Junior or Senior class standing preferred
- Desire to pursue a career in leadership or retail or restaurant management
- Strong problem solving, decision making and financial analysis skills
- Strong verbal and written communication skills, time management and delegation skills, organization skills, can-do attitude, sense of urgency, and strong work ethic.

Love's Travel Stops & Country Stores is the industry leader in "highway hospitality". Our approximately 500 locations are a warm, welcoming and ever-evolving space where guests are inspired to get what they need to enjoy life—for less. This unmatched shopping experience is cultivated by our store leaders who train, guide and support their teams.

BACKGROUND CHECKS: All offers of employment may be conditioned on receipt of a background check report and/or drug screen that is acceptable to Love's.

SKILLS AND PHYSICAL DEMANDS:

- Skills:
 - Hard Skills: Ability to learn and operate all facility equipment including computers, restaurant and tire care equipment
 - Soft Skills: Good verbal and written communication skills, time management and delegation skills, organization skills, can-do attitude, sense of urgency, and strong work ethic.
- Typical Physical Demands:
 - Regularly required to talk and hear.
 - Requires standing and walking, with some bending, kneeling, stooping, crouching, crawling, and climbing
 - Occasional light lifting not over 50lbs
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee may be exposed to outdoor elements in all seasons. Occasionally, the employee will also be exposed to fumes and particles, moving mechanical parts and vibration. The noise level in the work environment and can be loud at times. While performing the duties, the employee is frequently exposed to dirt, dust, grime, grease, oil, gas, high-concentrated cleaning solutions, and human waste.

TRAVEL REQUIREMENTS: No travel is expected for this position.

I recommend reviewing our **Management Career Guide** prior to your interview. It is attached to this email.

-----ADDITIONAL INFORMATION-----

Here is a link to the [Love's YouTube Channel](#)

We also have a presence on all social media platforms as well. You can reach those here: [LinkedIn](#) / [Facebook](#) / [Instagram](#) / [Twitter](#)

The below links will provide you with a more in-depth look at what our Love's Profit Sharing Program has to offer.

[Introduction to Love's Shares](#)

[Kirk's Love's Shares Story](#)

Here is a video dedicated to explaining our [Core Values](#)

Finally this short video gives you a small glimpse of the ["Origin Story"](#) of the Love's organization

Thanks,

Brad Holifield

Divisional Talent & Acquisition Manager

Love's Travel Stops & Country Stores

Phone : (870) 219-4057

Office: (405) 847-2196



Human Resources Intern

Part-Time

Murfreesboro, TN (on site)

Wiser offers innovative solutions to clients in the public, private, and government sectors. We combine technology and expertise to develop inventive solutions that deliver quality results and aid in critical decision making. With the flexibility and efficiency of a small business, we provide nimble responsiveness with the low risk and strong performance experience of an established GEOINT and Geospatial service provider.

Role Description

We are presently identifying candidates for the following position: **Human Resources Intern**. The ideal candidate will be a team player who is great at building relationships, is organized and curious, and not afraid to ask hard questions. The candidate will gain experience in the day-to-day functions of Wiser's HR processes and procedures.

Responsibilities

- Recruitment duties to include tasks such as processing applications, scheduling interviews, updating applicant tracking information, and expanding talent pool through social media outlets.
- Onboarding duties to include tasks such as interacting with pending employees throughout the onboarding process, tracking hiring process checkpoints, submitting new hire reports, completing e Verify I-9 documentation, benefits administration, building personnel folders, and general filing.
- Employee engagement duties to include tasks such as updating bulletin boards with announcements, organizing virtual social events (trivia, bingo, contests etc.), and helping to build strategic plans which build employee culture and enrichment.
- Ad hoc projects and assignments as needed.

Minimum Qualifications

- Pursuing a bachelor's degree in Human Resources or similar. Prefer Junior or Senior level
- Highly personable and professional demeanor
- Tech-savvy (previous SharePoint experience is a plus)
- Quick to grasp new concepts
- Excellent communication skills
- Possess a high level of integrity and sensitivity to confidential information

Work Environment

All work is to be completed in our Murfreesboro, TN office and candidates must be available to work on a part-time basis.



****Candidates are encouraged to submit a resume that explicitly addresses each of the requirements listed above.***

Wiser Imagery Services is an equal opportunity employer dedicated to building an inclusive and diverse workforce. Our applicants and employees are protected from discrimination and are provided equal access to programs, services, and employment. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Wiser Imagery Services.

The safety of our associates, both current and future, is Wiser's highest priority. Wiser is a government federal contractor and adheres to current mandates, laws, and guidance regarding the COVID-19 pandemic.

To comply with Federal law, Wiser Imagery Services participates in E-Verify. Successful candidates must pass the E-Verify process upon hire.

Wiser Imagery Services is a drug-free workplace.

We respectfully request not to be contacted by recruiters and/or staffing agencies.



Zach Griest, Broker | Founder

727-692-6578

hello@zachtaylorrealestate.com

1500 Medical Center Pkwy Ste. 2E Murfreesboro TN

Position Overview: Admin Intern

We are seeking a dynamic and highly motivated Executive Assistant Intern to join our real estate brokerage team. As an integral part of our organization, you will play a crucial role in supporting the operational and administrative functions of our brokerage. Your primary responsibilities will include assisting with agent licenses, managing onboarding paperwork, monitoring expiration dates and insurance, coordinating training sessions, organizing events, and contributing to the overall maintenance of our office and paperwork.

Key Responsibilities:

1. Agent License Management:
 - a. Assist in maintaining accurate records of agent licenses and certifications.
 - b. Coordinate the renewal process by ensuring timely submission of required documentation.
 - c. Communicate with agents to gather necessary information for license updates.
 - d. Monitor expiration dates for licenses, certifications, and insurance policies.
 - e. Coordinate with agents to ensure timely renewal and compliance with insurance requirements.
2. Onboarding Paperwork:
 - a. Facilitate the onboarding process for new agents by preparing and distributing necessary paperwork.
 - b. Collect and review completed paperwork to ensure accuracy and compliance.
3. Training and Events:
 - a. Schedule and organize training sessions for agents, including arranging training materials and facilities.
 - b. Assist in coordinating events and workshops, handling logistics and communications.

4. Administrative Support:
 - a. Provide administrative support to the office, including answering phones, responding to emails, and handling inquiries.
 - b. Assist in managing office supplies, equipment, and general upkeep of the office environment.
5. Document Management:
 - a. Maintain organized and up-to-date records of important documents, contracts, and agreements.
 - b. Assist in preparing and proofreading various documents, presentations, and reports.
6. Calendar Management:
 - a. Manage calendars for key team members, scheduling appointments, meetings, and events.
7. Communication:
 - a. Communicate effectively with agents, clients, and team members to facilitate seamless operations.
8. Task Prioritization:
 - a. Prioritize tasks effectively, demonstrating strong organizational skills and attention to detail.

Qualifications:

- Currently enrolled in a relevant degree program or recent graduate in business administration, real estate, or a related field.
- Strong organizational skills and the ability to manage multiple tasks concurrently.
- Excellent communication skills, both written and verbal.
- Proficient in Google Workspace (Google Docs, Google Sheets, PowerPoint, Gmail).
- Detail-oriented with a high level of accuracy in data entry and document management.
- Self-motivated, proactive, and able to work independently as well as in a team.
- Prior experience in real estate or administrative roles is a plus.

Benefits:

- Paid Internship
- Opportunity to gain hands-on experience in a fast-paced real estate brokerage environment.
- Exposure to various aspects of real estate operations and administration.
- Mentorship and guidance from experienced professionals in the industry.
- Networking opportunities with agents, clients, and industry partners.

If you are a dedicated and organized individual looking to contribute to a dynamic real estate brokerage team, we encourage you to apply for this Executive Assistant Intern position. Your role will be instrumental in ensuring the smooth functioning of our operations while gaining valuable insights into the real estate industry.



Zach Griest, Broker | Founder

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1500 Medical Center Pkwy Ste. 2E Murfreesboro TN

Position Overview: Recruiting and Sales Intern

We are seeking an ambitious and driven Recruiting and Sales Intern to join our real estate brokerage team. In this role, you will play a critical part in the growth of our agent network by actively recruiting new agents, developing and managing recruiting and sales funnels, maintaining a comprehensive leads database, and providing support to the managing broker in daily operational tasks. If you have a passion for real estate, exceptional communication skills, and a knack for relationship-building, this internship offers a unique opportunity to gain hands-on experience in both recruiting and sales within the real estate industry.

Key Responsibilities:

1. Agent Recruitment:
 - a. Identify and target potential agent candidates through various channels, including online platforms, networking events, and industry associations.
 - b. Initiate contact with potential candidates, present the brokerage's value proposition, and provide information about joining our team.
2. Recruiting and Sales Funnels:
 - a. Create, implement, and manage effective recruiting and sales funnels to streamline the process of attracting, nurturing, and converting leads into agents.
 - b. Develop and refine strategies to optimize the conversion rates at each stage of the funnel.
3. Leads Database Management:
 - a. Build and maintain a comprehensive database of leads, prospects, and potential agents.
 - b. Regularly update lead information, track interactions, and manage follow-up activities.
 - c. Monitor and analyze the effectiveness of recruiting and sales strategies using data and metrics.

- d. Provide regular reports and insights to the management team to drive continuous improvement.
- 4. Collaboration with Managing Broker:
 - a. Assist the managing broker with daily operational tasks, including administrative support, document preparation, and scheduling.
 - b. Contribute to the coordination of team meetings, training sessions, and events.
- 5. Relationship Building:
 - a. Cultivate strong relationships with potential agents through effective communication, follow-up, and personalized engagement.
 - b. Collaborate with the team to ensure a seamless onboarding experience for new agents.
 - c. Attend industry events, seminars, and networking functions to establish the brokerage's presence and expand the agent network.
 - d. Represent the brokerage in a professional and positive manner at all times.

Qualifications:

- Enrolled in a relevant degree program, preferably in business, marketing, real estate, or a related field.
- Strong interest in real estate, sales, and agent recruitment.
- Excellent interpersonal and communication skills, both written and verbal.
- Familiarity with CRM software and lead management tools is a plus.
- Self-motivated and results-driven, with the ability to work independently and collaboratively.
- Attention to detail and strong organizational skills.
- Proficient in Google Workspace (Google Docs, Google Sheets, PowerPoint, Gmail).

Benefits:

- Paid Internship
- Opportunity to earn recruiting bonuses
- Valuable exposure to real estate recruiting and sales processes.
- Hands-on experience in building and managing leads databases and sales funnels.
- Mentorship and guidance from experienced real estate professionals.
- Opportunity to contribute directly to the growth and success of the brokerage's agent network.

If you are a proactive, goal-oriented individual with a passion for real estate and sales, we encourage you to apply for this Recruiting and Sales Intern position. This role offers a unique blend of recruiting, sales, and operational experience in the dynamic real estate industry, providing you with a solid foundation for your future career endeavors.