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

In addition to the below listed internships, you can always visit MTSU’s career development site for additional opportunities. Handshake is MTSU’s online recruiting database for professional entry-level positions and paid internships that prepare students for professional career fields. Handshake is the first-place employers connect with our student’s campus-wide, and positions are continually updated.
The Tennessee Small Business Development Center
At
Middle Tennessee State University

Internship Opportunity

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

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

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

Interested students should submit resumes and cover letters to Walter Casillo (wcasillo@tsbdc.org).
Development Intern-Spring 2024

Department: Development

Reports To: Donor Relations Manager

Semester: Spring 2024

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-Spring 2024

Department: Retail

Reports To: Director of Retail

Semester: Spring 2024

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/](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.
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.
Event Intern

615.785.0958
PENNY@PENNYHAAS.COM
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

Email: Mark@OnYourMarkTransportation.com
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

CDLVET
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.
Schneider Electric has a great opportunity for an **HR Intern** in **Smyrna, Tennessee**. This position is on-site so the ideal candidate will be located in the general area. **We are looking for candidates that would want to pursue this internship for up to 12 months.**

Schneider Electric™ creates connected technologies that reshape industries, transform cities and enrich lives. Our 144,000 employees thrive in more than 100 countries. From the simplest of switches to complex operational systems, our technology, software, and services improve the way our customers manage and automate their operations. Help us deliver solutions that ensure Life Is On everywhere, for everyone and at every moment.

Schneider Electric was named the Most Sustainable Company by Corporate Knights in 2021, and our Global Supply Chain was ranked among top 5 Supply Chains by Gartner, 3 years in a row, ranking #2 in 2022.

**What will you do?**
- Gain exposure to various aspects of the employee experience while supporting and driving human resources People initiatives in the Smyrna, TN Schneider Electric Plant.
- Assist with recruiting of key talent, new hire on-boarding and Learning & Development initiatives.
- Help drive employee engagement through participation and support of cross functional plant teams including One Voice and Diversity and Inclusion.
- Be a key resource for employees needing Human Resources support.
- Support the Human Resources Manager through completion of daily HR related tasks including filing, office organization, project coordination, creation of employee communications and much more.

**What qualifications will make you successful?**
- Self-directed, creative, and willing to go the extra mile for your customers.
- Enjoy working with others and are interested in a career in Human Resources.
- A college Senior or masters student seeking a degree in Human Resources, Business, Management, Psychology, or a related field of study.
- A recent grad seeking to gain experience with a degree in a degree in Human Resources, Business, Management, Psychology, or a related field of study.
- Able to work 32 -40 hours a week.

**What's in it for me?**
- Gain experience in Human Resources, Sustainability, Operations, Supply Chain and the Manufacturing World
- Upskill your labor relations knowledge and gain face to face experience with employees to handle a variety of topics including, learning, onboarding/offboarding, conflict resolution, engagement activities, diversity initiatives.

**Who will you report to?**
- HR Manager

**Let us learn about you! Apply today**

**Why us?**
Schneider Electric is leading the digital transformation of energy management and automation. Our technologies enable the world to use energy in a safe, efficient and sustainable manner. We strive to promote a global economy that is both ecologically viable and highly productive.

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

Company Information:

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

Benefits & Unique Aspects:

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

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

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

Why Consider Joining Us?

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

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

Welcome to the 2022-2023 school year. I hope it is off to a great start.

We are excited to share that our Hersheypark Leadership Development Internship is now accepting applications for Summer 2023!

**The Hersheypark Leadership Development Internship - Level 1 (HPLDI)**
HPLDI - Level 1 is for undergraduate college students in any major seeking an enhanced summer employment experience while learning critical skills from industry experts and with a specially-designed leadership curriculum. This internship is ideal for students entering their sophomore or junior year. **Click here to apply!**

**The Hersheypark Leadership Development Internship - Level 2 (HPLDI)**
HPLDI - Level 2 builds upon the academic foundation received in the Level 1 program and provides on-the-job leadership experience within Hersheypark. This internship is ideal for returning HPLDI students or students that have one year of supervisory or internship experience within an amusement, entertainment, or hospitality industry. **Click here to apply!**

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

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

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

Best,

Jacklyn Motter  
Recruiter

Hershey Entertainment & Resorts  
Office: 717-508-1778 | Email: jmmotter@hersheypa.com
MTSU BERC Internship

Business and Economic Research Center (BERC)

Jones College of Business

Middle Tennessee State University

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

BERC is currently seeking an intern who is interested in working in a fast-paced, collaborative, and multifaceted 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.
Seasonal Development Assistant (Paid Internship)

Murfreesboro, TN

Description
Assists and supports Development Team with Special Kids events. Duties to include but not limited to planning, organizing, recruiting sponsors and participants, working with volunteer coordinator, volunteers, event platforms, social media posts for events and email marketing. Seasonal position active from December through the end of May, with the potential to extend job, if both parties are interested.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Works with Development team with Special Kids events for assigned tasks as well as implementation of event logistics for event execution.
- Utilizes event planning tools to ensure accurate and timely execution of tasks for assigned events and duties.
- Utilizes department customer relationship management system to document all communications with vendors, sponsors, participants, and donors as necessary.
- Manages relationships with vendors and utilizes purchase order system for event supplies and materials needed for successful events.
- Provides leadership as appropriate for event tasks and assignments as directed by Director of Development.
- Follows guidelines of Development department for timely execution and revenue generation of events.
- Works with social media tools for communication with potential sponsors and event participants throughout event planning and execution process.
- Helps development team with other tasks as needed.

Paid Internship

Requirements
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
In pursuit of bachelor's or associate degree in business, marketing, organizational communications, or another related field.

Certificates, Licenses, Registrations
None required. CPR certification recommended.

Additional Values
- Compassion
- Wellness
- Courage
- Faith

Please refer to https://www.specialkdnTN.com/careers for more information and to apply.
Business Development and Outreach Intern
Updated on: December 20, 2023

POSITION SUMMARY

The position will assist to identify, cultivate, retain, and develop donor prospects, with a special emphasis on corporate sponsorships. The Business Development and Outreach Intern will establish and strengthen relationships with donors, corporate sponsors, and the community to raise and leverage resources, and ensure a positive brand experience with Doors of Hope. The Business Development Coordinator will seek out new individual and corporate relationships within the area to grow resources for Doors of Hope and empower expansion of services to our clients. This position should effectively tell the story of Doors of Hope, including the clients and mission, and in doing so drive support through developing resources and revenue. The Business Development and Outreach Intern assists in planning, coordinating fundraising and community outreach events and working with event volunteers and staff to ensure efficient and successful event operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in annual giving campaign(s) including mailings, letter content and creating reports.
- Assists with fundraising campaigns and related PR events from start to finish (e.g., golf tournaments, banquets). Communicates marketing for fundraising events.
- Educates the community on the Doors of Hope mission. Facilitates presentations promoting DOH throughout the community in an attempt to find new donors.
- Communicates frequently with affiliates such as business owners, corporations, churches, and other local donors.
- Finds people within the community to represent and help organize events to promote Doors of Hope. Assists with advertising, web and social media content.
- Assists with tracking donations from Doors of Hope partners and donors and coordinates with accounting department.
- Works closely with the Event Director. This position does not have any employees reporting directly to it but may coordinate with other volunteers/employees of DOH as needed.
- Manages performance through goal setting.
• Develop donor recognition strategy, including “levels of giving”.
• Stay up to date on non-profit trends and best practices; make recommendations for adjustments to communications strategies.
• Assist with communications strategy designed to further organizational objectives
  Maintain donor database.
• Reports directly to the Executive Director.

OTHER SKILLS and REQUIREMENTS

• A strong sense of and respect for confidentiality concerning participants and fellow employees. Ability to convey non-judgmental and open personal qualities with a clear sense of boundaries.
• Ability to interpret and represent the Agency to the community in a positive manner and effectively develop relations with community partners.
• Relationship Management: Builds relationships externally through communication efforts with the treatment team, the DOH team, DOH partners, potential DOH partners, and the community.
• Demonstrates credibility in all interactions and demonstrates the ability to effectively build a network of contacts and resources that would benefit DOH
• Outcome Motivated: Creates and maintains high performance standards that capitalize on opportunities to build support by developing relationships that drive results
• Effective Communication: Ability to effectively communicate through oral, written and technological means; actively listening and expressing oneself clearly, to ensure those that need specific information to acquire it; plan and deliver communication that makes an impact and persuades the audience.
  • Initiative and Self-motivation: Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities; responds to situations as they arise with minimal supervision.
  • Possess a valid driver’s license. Ability to legally operate a motor vehicle and provide own transportation.
  • Ability to speak, read, and write in English.
  • Skills in Microsoft Word, Excel, Outlook, and Google Suite in order to keep records, communicate within and outside of the Agency and organize pertinent data and program materials.
  • Regular work attendance.

QUALIFICATIONS
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to
perform the essential functions.

EDUCATION and/or EXPERIENCE
- High School diploma, preferred college student or graduate on a relevant career path.
- Interest in fields such as marketing, fundraising, communications.

OTHER SKILLS and REQUIREMENTS
- Excellent documentation skills.
- Ability to effectively develop relations with community partners.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. May be required to lift up to 50-lbs. Specific vision abilities required by the job include close vision, color vision, peripheral vision.

WORKING CONDITIONS
Part-Time: Flexible, negotiable. At minimum 10 hours, preferably 20+ hours/week.
Work Remotely: Yes, with exception of meetings.
Compensation: This is an unpaid internship. College credit, recommendation letters, professional development, potential future employment are all available.