

THE EUGENE D. SMITH LEADERSHIP INSTITUTE

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# Bucks Go Pro

Student-Athlete Summer Internship Program

2.0



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# Bucks Go Pro

Student-Athlete Summer Internship Program

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# CORPORATE INTERNSHIPS

## **ASG + Chute Gerdeman**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Accounting

***Job Description:***

- Support the timely and accurate financial information for the organization.
- Perform account reconciliations and assist with a variety of tasks including but not limited to budgets, billing, accounts receivable, and accounts payable.
- Accounting and Finance backgrounds and areas of interest are ideal for this internship.
- **Specific Requirements:** N/A

## **ASG + Chute Gerdeman**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Lease Administration

***Job Description:***

- Support our lease administration team as they manage lease agreements for a portfolio of retail clients.
- Lease Administration reviews and manages lease terms related to base rent, property taxes, building insurance and Common area maintenance (CAM).
- Finance, Account and Real Estate backgrounds and areas of interest are ideal for this internship.
- **Specific Requirements:** N/A

## **ASG + Chute Gerdeman**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Architectural Design

***Job Description:***

- Bringing all disciplines to life, as a key part of the design process
- Architectural Design translates creative designs into real places and spaces, systematically solving problems, adapting design elements to spaces, and constructing moments that allow creativity to prevail.
- Interior Design and Architecture backgrounds and areas of interest are ideal for this internship.
- **Specific Requirements:** N/A

## **ASG + Chute Gerdeman**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Brand Communications

***Job Description:***



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# CORPORATE INTERNSHIPS

- Brand Builders and story makers, Brand Communications connects and communicates brand to customers in all dimensions.
- Graphic Design and Visual Communications backgrounds and areas of interest are ideal for this internship.
- **Specific Requirements:** N/A

## **ASG + Chute Gerdeman**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Brand Environments

***Job Description:***

- Brand Environments creates beautiful and unique brand expression in physical spaces, igniting all five senses and provoking conversation.
- Interior Design and Interior Architecture backgrounds and areas of interest of ideal for this internship.
- **Special Requirements:** N/A

## **ASG + Chute Gerdeman**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Store Planning & Construction

***Job Description:***

- Support the various activities required for the application of standard construction and engineering techniques and procedures. This includes work assisting project managers and actual project management, scheduling, cost control, estimating, building information modeling, virtual design and construction, and engineering.
- Construction Management, Business Project Management, Finance and Financial Analytics backgrounds and areas of interest are ideal for this internship.
- **Specific Requirements:**

## **Basil Insurance Group**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Marketing Intern

***Job Description:***

- Attend new business meetings for prospective clients, policy presentation meetings for new clients, and networking events with agency owner.
- Help develop content for attracting new business through marketing channels such as Facebook, Instagram and LinkedIn.
- Intern will learn about the structure of an independent insurance agency, it's relationships with carriers, and knowledge of Auto, Home, Life and Business insurance products.
- **Specific requirements:** Business, Marketing would be great but not required



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# CORPORATE INTERNSHIPS

## **Bridgeway Academy**

***Positions Available:*** 3

***Pay Rate:*** \$12/hour

***Intern title:*** Teacher's Aide

***Job Description:***

- A Teacher's Aide in our classrooms ranging from preschool-12th grade will assist the classroom teachers with lunch and recess duties, materials prep and light teaching.
- We use a collaborative team approach, utilizing the principles of ABA, to teach our students with autism maintaining a 1-2.5 ratio in all settings.
- The perfect candidate is flexible, energetic and willing to learn.
- **Specific requirements:** cannot provide work visas

## **Columbus Chamber of Commerce**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Membership Intern

***Job Description:***

- To help our member businesses grow and thrive, we have assembled a team that can respond quickly and expertly to everyday business problems that our members face.
- The Columbus Chamber is the business communities' one-stop resource for Business Connections, Talent & Workforce, Government Relations, and Business Support.

## **The Opportunity:**

Internship for students who love Columbus and are interested in observing how businesses are influencing Central Ohio. At the heart of it, is a hands-on experiential learning opportunity in which you will work as part of the Membership team that is composed of expert connectors and resource navigators for the Columbus business community.

We are looking for a candidate who is self-motivated and proactive. They must love data entry, be outgoing and comfortable in new situations like making phone calls, talking with businesses to collect updated data for our Customer Relationship System (CRM), and writing professional emails.

## **Roles/Responsibilities:**

- Support the Membership team on member meetings, follow up opportunities and collection calls
- Maintain and update the CRM system by gathering data from members including, but not limited to, main point of contact information, employee count, industry listings, etc.
- Make outbound phone calls to members and receive phone calls from outside patrons
- Attend and support Columbus Chamber Events
- Identify trends in the usage of services to ensure the team is providing what the members want and need
- **Specific requirements:** Preferably a sophomore or junior in college.



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## **Columbus Partnership & One Columbus**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Columbus Partnership and One Columbus Intern

***Job Description:***

- The Columbus Partnership is a nonprofit organization of nearly 80 CEOs from Columbus' leading businesses and institutions dedicated to advancing the region's prosperity through economic development, innovation, public policy, and diversity, equity and inclusion.
- One Columbus is the economic development organization for the 11-county Columbus Region, serving as the business location resource for companies across Central Ohio and around the world as they grow, innovate, and compete within the global economy.
- **Specific requirements:** n/a

## **Copper Run**

***Positions Available:*** 1

***Pay Rate:*** \$15/hour

***Intern title:*** Investment Banking Intern

***Job Description:***

- As a Copper Run intern, your primary role is to support the deal team members and help drive engagements.
- As part of the deal team, you'll conduct extensive market research to find acquisition targets or potential buyers that match the client's desired profile.
- You will assemble marketing materials, draft confidential information memoranda, put together pitch books, spread financial statements, and work on valuations.
- Of exceptional value is the ability to sit in on calls, including intro calls, client update calls, and cold calls, to learn what to say, when to say it, and how to professionally connect with our clients and prospects.
- **Specific requirements:**
  - Candidates must be rising Juniors or rising Seniors.
  - Specialization in finance, accounting, economics, business administration, or other related field
  - Minimum GPA of 3.5
  - Previous work experience where you excelled in your duties (does not need to be industry-related)
  - Goal-oriented, self-motivated and works with a sense of urgency
  - Attention to detail
  - Strong organizational skills with the ability to multi-task and meet task deadlines
  - Excellent team player with effective oral and written communications skills
  - Connects quickly with others
  - Dedicated to learning; inquisitive
  - Fundamental understanding of financial statements



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- Experience working with Excel, Word and PowerPoint required, with the ability to quickly learn company-specific software

## **Creative Elements + Creative Companion**

***Positions Available:*** 1-2

***Pay Rate:*** \$12/hour

***Intern title:*** Marketing and Communications Intern

***Job Description:***

- Jay Clouse is the creator of [Creative Elements](#) and [Creative Companion](#), a popular podcast and email newsletter for online creators.
- Creative Elements has more than 1 million downloads and Creative Companion reaches 34,000+ inboxes every week.
- The marketing and communications intern will see behind-the-scenes of a modern online creator business and be tasked with helping market the content, repurpose content, and secure collaboration opportunities with other creators.
- In 2022, Jay's content will focus heavily on NFTs and Web 3.0, and the intern will be given the opportunity to learn where the internet is heading.
- **Specific requirements:**
  - Candidates should be a regular podcast listener.
  - Bonus points if the candidate owns an NFT.

## **e-Cycle**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Sales Intern

***Job Description:***

- e-Cycle partners with large enterprises and government agencies to recycle their mobile devices while protecting their data and the environment.
- The e-Cycle Sales Intern will work closely with our sales team to close new business and grow our existing customer relationships within the Fortune 1000.
- They will gain experience in lead generation, prospect research, database management, and account management.
- They will also have the opportunity to join both internal and external team calls. Additionally, the Sales Intern will support our EVP of Business
- **Specific requirements:** We are looking for a team-oriented student-athlete with good communication skills that is internally motivated. Student-athletes studying Business, Psychology, or Environmental Studies, or those interested in pursuing sales as a career, would be a good fit.

## **Equitable Advisors**

***Positions Available:*** 6

***Pay Rate:*** \$12/hour



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**Intern title:** Finance/Financial Advising Intern

**Job Description:**

- The intern would be assisting a financial advisor one on one. Helping the advisor set client meetings, prep for the meetings, and even assisting with business processing.
- It is a hands on experience and the ability to sit in on dozens of meetings over the course of the summer is a major plus in the internship.
- (The supervisor you'll be working with interned at Equitable as a junior in college, and it was what sealed the deal in picking this as a career!)
- **Specific requirements:** Juniors preferred. Almost any major can work at Equitable, but typically a business major would be preferred.

## Frazier Financial

**Positions Available:** 1

**Pay Rate:** \$12/hour

**Intern title:** Financial Planning Intern

**Job Description:**

- Frazier Financial Advisors is a comprehensive financial management firm, a “one stop shop” for the financial needs of high-earning individuals, families and small businesses.
- We specialize in financial planning and investment management; and add the unique practice of offering insurance advice and preparing tax returns within the same firm. Our firm works with people in widely varied industries, roles, and across 35 states. Each of our 300+ clients is a unique and engaging project for our team.
- Throughout the year our team engages with each client in reviewing their plans for retirement, their children’s college goals, their plans after death, reviewing their family tree, their family relationships, their goals & dreams, their struggles and victories, and the financial successes we achieve as a partnership.
- Interns support our Financial Planners, Client Service Advisors and Investment Traders, executing real-world financial management during your time with us. Our team is incredibly entrepreneurial and dynamic, with each person bringing their unique energy and enthusiasm to our primary goal – MAKING CLIENTS LIVES EASIER!
- If you are curious, creative, hard-working and like frequent foodie lunches with co-workers, consider joining our team as a Financial Planning Intern.
- **Specific requirements:** Junior or older, moderate proficiency in Microsoft Excel

## Hershey

**Positions Available:** 1

**Pay Rate:** \$12/hour

**Intern title:** Retail Merchandise Intern

**Job Description:**



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- The Retail Merchandise Intern will have experience in shadowing the different job functions of a Full-Time Retail Sales Representative over the internship period. This program will involve learning about different customers that Hershey works with every day, as well as participating in sales meetings to drive the candy business forward. There will be opportunity to learn about the different career paths that are possible at The Hershey Company, as well as connecting with other summer interns at Hershey. This is a unique experience to gain a full scope of what working at The Hershey Company is like!
- **Specific requirements:** We are open to all majors, we would like to interview incoming Juniors (juniors as of 2022 Fall Semester) if possible

## Hexion

**Positions Available:** 1

**Pay Rate:** \$12/hour

**Intern title:** Human Resources Intern

### **Job Description:**

- The Human Resources Intern will work on challenging projects that provide broad exposure to various disciplines within the HR Functions of our organization while encouraging further development as an individual and business professional.
- Hexion's Internship Program is an opportunity for students to bring their passion and educational experience to a global leader in specialty chemicals and an environment driven by our Core Values.
- These include:
  - Ethics and Integrity
  - Safety, Health and Environmental Stewardship
  - Customer Centric
  - Our People
  - Creativity
  - High Performance Teamwork
- Internship opportunities with Hexion are available in multiple disciplines providing students an unparalleled experience within a global corporation focused on building a better world.
- Hexion is powered by a spirit of innovation providing a unique program encouraging students to actively contribute to Hexion's continuous development. We strive to ensure that interns leave our program having gained knowledge and skills that cannot be taught in the classroom.
- **Specific requirements:** For this role we are requesting an intern in an Undergraduate program studying Human Resources, Psychology, Marketing, Communications, Business or Equivalent.

## Homage

**Positions Available:** 1

**Pay Rate:** \$12/hour

**Intern title:** Social Media Content Intern

### **Job Description:**

- Support Social Media team with content management, including editorial calendar and asset management. Support weekly social content calendar process.
- Collaborate with the Marketing team on social storytelling ideas. Research current industry trends and topics to help inform strategies.





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- Assist in posting and content creation on select organic channels. Assist in reporting social analytics and tracking KPIs.
- **Specific requirements: Junior or Senior majoring in Marketing, Communications**

## Homage

**Positions Available:** 1

**Pay Rate:** \$12/hour

**Intern title:** Digital Design Intern

### **Job Description:**

- Develop assets for HOMAGE in our marketing platforms, including but not excluding social media platforms, paid media, website, email, and in-store.
- Support weekly social content calendar process.
- Support in the management and development of our photography and videography, ranging from project assistance to direct photo opportunities.
- **Specific requirements: Junior or Senior Graphic Design or Illustration Major**

## Homage

**Positions Available:** 1

**Pay Rate:** \$12/hour

**Intern title:** Merchandise Planning Intern

### **Job Description:**

- Develop a working knowledge of the product life cycle management process.
- Apply knowledge and skills in understanding retail math, product assortment fundamentals, and building product strategies to achieve financial goals.
- Support weekly product launch calendar meetings to ensure inventory availability is achieved.
- Execute weekly competitive patterning projects as assigned by Merchandising.
- **Specific requirements: Junior or Senior in Merchandising, Fashion, or Business**

## Homage

**Positions Available:** 1

**Pay Rate:** \$12/hour

**Intern title:** Graphic Design Intern

### **Job Description:**

- Works with the design team to develop graphics that enhance the garments they create. Visualizes finished product on specific silhouettes and adjusts design as needed.
- Manages completion of assigned graphic designs in line with Graphic priorities due dates. Create production art that will be used by screen printing professionals.
- Responsible for ensuring the quality of the product fits HOMAGE's standards.



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# CORPORATE INTERNSHIPS

- Maintain a constant knowledge of HOMAGE products, local environment, and react through new designs. Manages license submission statuses of assignments.
- **Specific requirements: Junior or Senior Graphic Design or Illustration Major**

## Huntington

**Positions Available:** 4

**Pay Rate:** \$18-\$20/hour

**Intern title:** IT Intern, Marketing Intern, Audit Intern, and Private Bank Intern

### **Job Description:**

- Still in school but ready to launch your career? Our internship program is perfect for ambitious students looking to gain valuable hands-on experience that will build more than just your resumé - it will expand your career possibilities after graduation.
- Our program is structured to provide students unique experiences tailored to their field of interest. Through these experiences, you'll build a foundation on which to further your career, your abilities and your dreams.
- Internships span 12 weeks and are offered in all of our business segments.
- Why Huntington? As an intern, you will be exposed to many facets of our business and our distinguished culture:
  - We offer a robust schedule of events - full of professional development opportunities
  - Interact with our Executive Leadership Team on multiple occasions
  - Learn from senior leaders about career pathing and Huntington business segments
  - Master the key concepts of our innovation framework through a business relevant team project
  - Immersion into our award-winning culture through volunteer and social events
  - Each year we enhance our program, striving to provide a category of one internship experience. 100% of our surveyed interns would recommend a Huntington internship to other students at their school. Your success is our success, choose Huntington and we will prepare you for a career in Banking.
- **Specific requirements:** No specific majors, rising juniors and seniors

## JPMorgan Chase

**Positions Available:** 1

**Pay Rate:**

**Intern title:** Corporate Analyst Development Program

### **Job Description:**

- While day-to-day responsibilities will vary based on your placement, you'll build your foundational knowledge, professional skills and experiences to take your career in many different directions. You'll help to drive projects through to completion by analyzing and presenting key data and improve our products and offerings.



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- **VALUE QUALITIES:** We're looking for motivated leaders with the vision and initiative to develop solutions and drive change. You need excellent problem-solving skills and the desire to help us continually approve the firm through innovative thinking. A strong desire and passion for financial services and an interest in exploring different areas of the firm through a rotational program.
- **KEY SKILLS:** We're looking for exceptional interpersonal and communications skills, as well as strong team players who are proactive, flexible, and want to work in a fast-paced, collaborative environment. We want those who are interested in multiple areas of the bank and excited to rotate and learn new skills through a variety of businesses within the firm.
- **Specific requirements:**
  - All majors welcome to apply
  - Rising seniors preferred; rising juniors also considered

## **Kayne Law Group**

**Positions Available:** 1

**Pay Rate:** \$12/hour

**Intern title:** Legal Training Intern

### **Job Description:**

- Internship consists of working in a mid-size law firm, specializing in real estate and business transactional law.
- Intern will shadow, assist and interact in the law firm day to day activities. Duties include review of legal documents, participation on phone calls for legal matters and other legal assistant type jobs.
- Goal of this internship is to provide the intern with the experience of practicing law so the intern can make an educated decision if he/she wants to attend law school and become an attorney.
- Unlike other internships, this internship is more of an overview experience to the legal field and law firm life.
- **Specific requirements:** interest in going to law school

## **Learfield/Ohio State Sports Properties**

**Positions Available:** 2

**Pay Rate:** \$12/hour

**Intern title:** Property Assistant

### **Job Description:**

- Assisting with sponsorship meetings and bringing sponsorship visions to life surround Ohio State Athletics year-round
- Assist with game day and event operations and management, including set up of select in-venue signage, hospitality events/suites, and game day displays
- Fulfillment of on and off-field/court promotions for corporate sponsors (displays, promotional handouts, contests, etc.)
- Preparation of proposals/presentations using Pennant
- Use of proprietary company system to assist with creating reports, providing analysis, market research, Filing and data entry



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# CORPORATE INTERNSHIPS

- Office and administrative support
- Handle other miscellaneous duties and projects as needed
- **Specific requirements:**
  - Experience in a Customer Service, Sales, or Marketing related role is preferred
  - High level of initiative, coupled with the ability to work independently
  - Strong written and verbal communication skills
  - Ability and willingness to initiate and maintain personal relationships
  - Highly organized; able to prioritize and execute tasks
  - Focus on attention to detail; quality over quantity
  - Ability to maintain a positive, upbeat attitude under pressure
  - Knowledge in Excel, Power Point and Outlook; savvy with social media
  - Ability to work flexible hours
  - High interest in wanting to grow and learn in the sports sponsorship realm

## Learfield Ticket Solutions

**Positions Available:** 2

**Pay Rate:** \$14/hour

**Intern title:** Ohio State Ticket Solutions Intern

### **Job Description:**

- The ticket sales team is LEARFIELD's local, dedicated entity representing the University. In complete collaboration with the University, this team is committed through first class professionalism to building top notch customer sales and service relationships extending the affinity of the University's brand to fans, donors, alumni, businesses and corporations of all sizes looking to align with the undeniably loyal and passionate collegiate sports fan base.
- As the exclusive outbound arm for the University, the ticket sales team manages many of the sales efforts for ticketed sports. As a member of the team, we provide fans, partners, businesses, and constituents of the University with the outreach and access to all ticket types, including season, partial, and group tickets, and ultimately providing experiences to grow involvement and revenue generation across the board while integrating fully within the department and the community.
- Ohio State University Athletics and LEARFIELD Ticket Solutions are seeking candidates for a summer internship in the ticket sales department located in Columbus, Ohio. The internship program is offered exclusively to student-athletes and will support full-time staff in maximizing revenue and creating fan experiences for the ticketed events.
- **Responsibilities:**
  - Learn the ticket sales process
  - Make outbound calls to potential ticket package and group buyers
  - Maintain an organized profile of ticket holders and prospects
  - Research and generate group sales leads
  - Gain understanding of sales & marketing strategies
  - Assist in servicing group ticket holders and other clients
  - Assist the sales staff to help generate revenue
  - Other duties as assigned by the General Manager
- **Specific requirements:**
  - The ideal candidate will have at a minimum:



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- A strong work ethic
- Excellent communication and organizational skills
- Ability to present themselves well to others
- Ability to work a minimum of 20 hours per week
- At least one year of advanced education working towards a degree

## Nationwide

**Positions Available:** 1

**Pay Rate:** \$20/hour

**Intern title:** Accounting/Finance (Controllershship) Intern

### **Job Description:**

- Empower your future by starting your career at Nationwide! Our internship program provides opportunities to apply what you've learned in school, expands your knowledge and offers invaluable on-the-job experiences.
- Nationwide is an industry-leading organization in Financial Services and Insurance. Fueled by visionary leadership, Finance Controllershship provides value-added, business advisory services and insights through innovative practices in accounting and finance functions to support the evolving needs of our customers and policyholders.
- Nationwide Controllershship offers a wide-range of opportunities on the following teams - Business Segment Functions including: Nationwide Financial, Property & Casualty, Emerging Business, and Corporate; Financial Reporting, Accounting Operations, Regulatory Reporting, Finance Data Governance, Procure-To-Pay, Financial Reporting Controls, Customer and Project Support.
- **Specific requirements:**
  - Desired Majors: Economics, Business Analytics, Accounting, Business Administration & Management, Finance & Financial Management.
  - GPA: 3.0
  - School Years: Sophomore, Junior or Senior

## Nationwide Children's Hospital

**Positions Available:** 3

**Pay Rate:** \$10/hour, 20 hours per week

**Intern title:** Research Intern

### **Job Description:**

- Research interns of the Department of Otolaryngology at Nationwide Children's Hospital are responsible for supporting clinical and translational research.
- They will have opportunities to participate in both retrospective and prospective clinical studies and will have responsibilities that will bring them to the clinical setting including the operating room.
- Research interns should be candidates interested in applying for medical school.
- **Specific requirements:** Research interns should be candidates interested in applying for medical school.

## Novvia

**Positions Available:** 1



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**Pay Rate:** \$12/hour

**Intern title:** Software Development Intern

**Job Description:**

- As a Software Development Intern at Novvia, you will have the opportunity to work on real- world problems and make meaningful contributions through both working with clients and helping to develop our portfolio of direct to consumer mobile applications.
- Your primary responsibility will be to collaborate with other members of the development team to learn and research best practices for application development, write and maintain code for tasks assigned to you, work on bug fixes, and other related tasks.

About Us:

Novvia is a software development company that produces mobile and web applications. Novvia can help you get started. Using our expertise in Flutter and Firebase, Novvia can build a minimal viable product (MVP) mobile and web app to advance your business, venture or passion. All mobile apps are built to be compatible across platforms, such as Android (Google) and iOS (Apple). Novvia also develops and maintains a portfolio of our own direct-to-consumer mobile apps that we build and grow using the same skills and knowledge we employ for our clients.

- **Specific requirements:**

## **Porter Wright + Anomaly**

**Positions Available:** 2

**Pay Rate:** \$12/hour

**Intern title:** Sports Law and Athlete Development Intern

**Job Description:**

- Porter Wright's Sports Law Practice helps professional athletes navigate the complex business and personal matters they face every day. Porter Wright works in tandem with Anomaly Sports Group as an educational resource.
- Anomaly consults with sports organizations on college student-athlete development and professional player engagement programming. This internship position will have dual roles to reflect the mission of both organizations, to protect and educate athletes at all levels beyond their sports.

Porter Wright's Sports Law Intern will have the opportunity to work with the Chair and the Marketing Manager of the Sports Law Practice and President and Vice President of Anomaly Sports Group in multiple areas of the practice on a variety of tasks and projects throughout their internship. These areas are listed in the major responsibilities.

- **Specific requirements:** Rising Junior or above; All candidates must have his/her own transportation and a valid form of identification.

## **RiteRug**

**Positions Available:** 1

**Pay Rate:** \$17/hour - \$20/hour

**Intern title:** Builder Sales Intern

**Job Description:**



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- Sell floor coverings, cabinets, bath accessories to our clients
- Develop and maintain positive customer relationships
- Develop a thorough knowledge of all Rite Rug products•Reach and exceed Company directed performance goals
- Determine customer needs and match appropriately with our products
- Promote and sell all Rite Rug flooring products and services
- Perform other duties as assigned
- **Specific requirements:**

## RiteRug

**Positions Available:** 1

**Pay Rate:** \$17/hour - \$20/hour

**Intern title:** Construction -Property Management Sales Intern

### **Job Description:**

- Sell floor coverings, cabinets, bath accessories to our clients
- Develop and maintain positive customer relationships
- Develop a thorough knowledge of all Rite Rug products•Reach and exceed Company directed performance goals
- Determine customer needs and match appropriately with our products
- Promote and sell all Rite Rug flooring products and services
- Perform other duties as assigned
- **Specific requirements:**

## RiteRug

**Positions Available:** 1

**Pay Rate:** \$17/hour - \$20/hour

**Intern title:** Designer Intern

### **Job Description:**

- Work collaboratively with Project Designers and Director of Business Development with large interior design projects
- Support senior level staff in conceptualizing, developing, and documenting varying aspects of design projects
- Sketch preliminary design plans.
- Compose new product displays and assist in keeping all product samples up to date
- Order architecture/interior samples
- Assist in project filing and archiving
- Contact and coordinate to obtain updated product information and project status with vendors and suppliers



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## Specific requirements:

### RiteRug

**Positions Available:** 1

**Pay Rate:** \$17/hour - \$20/hour

**Intern title:** Digital Architect Intern

### **Job Description:**

- Assist with staging network devices Label devices for deployment
- Assists in keeping staging area clean
- join meetings to understand future work
- Contribute to team success
- Work closely with Mentor/Project Manager to satisfy client needs
- Aspire Create inventory sheet by scanning in devices

## Specific requirements:

### RiteRug

**Positions Available:** 1

**Pay Rate:** \$17/hour - \$20/hour

**Intern title:** HR Intern

### **Job Description:**

- Maintain employee personnel files and assist in the file archiving process.
- Complete tasks related to the interrelationship of HR and Finance in the areas of new employee paperwork, payroll issues related to onboarding and termination, and report generation.
- Enter data into Human Resource payroll system to keep employee records current.
- Under supervision, performs clerical functions within the scope of the Human Resources Department.
- Answer phones, distribute mail, and print/copy documents.
- Check new hire paperwork is complete, I-9 documents and forms are provided on date of hire.
- Demonstrate discretion, integrity and have a congenial personality.
- Performs other related duties and projects as required and assigned.

## Specific requirements:

### Rockbridge

**Positions Available:** 1

**Pay Rate:** \$15/hour

**Intern title:** Fund Accounting Intern

### **Job Description:**





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- While collaborating with and reporting to various members of the Rockbridge accounting staff, this individual will be responsible for accounting and investor reporting activities relating to the Rockbridge hospitality funds and their underlying investments.

## Key Responsibilities

- Recording journal entries, investigating discrepancies and preparing account reconciliations for all fund-level activity.
- Reviewing and coding transactions for proper entry into accounting software by AP or AR personnel.
- Utilizing financial reporting software and Microsoft Excel to prepare financial statements and other quarterly reporting requirements;
- Assisting with the design and implementation of process improvements and efficiencies within the monthly, quarterly and annual financial reporting cycles.
- Assisting with the preparation and system processing of individual investor reports related to capital activity and period end financial reporting.
- Preparing support for the funds' annual audit/tax cycle, compiling footnote supporting documentation, assisting in annual report writing and researching authoritative accounting guidance;
- Assisting with the review and analysis of monthly/quarterly/annual financial statements and trial balances provided by our investments' hotel management companies;
- Effectively communicating and, with the assistance of Rockbridge accounting staff, answering investor requests.
- Assisting with special projects as requested by management.

**Specific requirements:** Accounting Majors preferred

## Rogue

**Positions Available:** TBA

**Pay Rate:** TBA

**Intern title:** TBA

**Job Description:** TBA

**Specific requirements:**

## Ruscilli

**Positions Available:** 1

**Pay Rate:** \$16/hour

**Intern title:** Project Engineer Intern

### **Job Description:**

- The Project Engineer is responsible for all plans and specifications, development of tracking logs, shop drawings, RFIs, POs, proposals, RFQs and other job specific documentation.
- They will also maintain cost tracking database, establish project scopes and bid set specs and solicit bids for all trades. PE will also monitor any scope changes for compliance and pricing, process all field change orders, RFPs and RFIs.
- As part of Close-out will track checklist, collect all operations manuals and prepare and submit as-built drawing



# Bucks Go Pro

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# CORPORATE INTERNSHIPS

## ***Specific requirements:***

### **Serif Creative**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Marketing Intern

#### ***Job Description:***

- Serif Creative is a modern brand content studio that helps their clients achieve creative greatness. The main role of the Marketing Intern is to assist our Project Manager in all tasks related to project management.
- These tasks can range from communication with a client, to rebranding an existing brand, to helping with an on-set production depending on the client.
- Each day is different, it's imperative that the Marketing Intern be nimble and willing to switch gears quickly.
- **Specific requirements:** Marketing, Communications, Journalism, Business Admin

### **Simple Times**

***Positions Available:*** 2

***Pay Rate:*** \$12/hour

***Intern title:*** Marketing Intern

#### ***Job Description:***

- We would like to get someone involved in our Sales/Marketing function to help with creatively implementing new Marketing strategies that will draw more nationwide awareness and local trial. These efforts include (to name a few) the following responsibilities:
  - Outreach and Relationship Management with Brand Ambassador program
  - Work with content development team to implement social media and email marketing initiatives
  - Build a promotional strategy to draw more consumers to our physical on-site experiences and online store
  - General PR strategy development and implementation
- **Specific requirements:**
  - Working on degree in Marketing, Business or some related field
  - Passionate self-starter who loves collaborating with others but also strives to manage a team
  - Self-sufficient and able to seek answers when unclear
  - Fast learner and flexible to adapt to constant change

#### **What is Simple Times LLC?**

Simple Times Cocktail Mixers is a Columbus based All-Natural, handcrafted cocktail mixer company. Our focus is to provide the highest quality craft cocktails to all that want them. We create simple mixes with surprising recipes while supporting our local community. We started by providing cocktails for events and selling at farmers markets to now supplying retail and ecommerce platforms locally and beyond.

### **Special Olympics**



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# CORPORATE INTERNSHIPS

**Positions Available:** 1

**Pay Rate:** \$ 12/hour

**Intern title:** Summer Games Lead Intern

**Job Description:**

- The Summer Games Intern will assist with the planning and execution of Special Olympics Ohio's State Summer Games.
- The Summer Games are our largest event of the year, where 3,600 athletes will compete at The Ohio State University.
- The intern will assist with event planning, sports management, and various other tasks leading up to and at the games.

## TEKsystems

**Positions Available:** 2

**Pay Rate:** \$16.50/hour

**Intern title:** Technical Staffing Recruiter Intern

**Job Description:**

- Whether you have your career path clearly defined or are still exploring options, we're here to help you jumpstart your career. In our 10-week paid internship program, you'll jump into a dynamic team environment guided by mentors to get hands-on experience.
- Explore your passions in a variety of areas while building skills in leadership, sales, marketing, business operations, communications and more. No IT knowledge necessary.
- **Specific requirements:** none

## Thayer Power & Communication

**Positions Available:** 1

**Pay Rate:** \$12/hour

**Intern title:** Business Leadership & Analytics Intern

**Job Description:**

- Create summary dashboards for different divisions consisting of common metrics pulled from data within the Procore system
- Assist in the creation and development of meaningful company reports
- Analyze, collect, and manipulate data from Excel to Procore
- Assist in the creation of windows on how the business is functioning and performing
- Able to synthesize and present data to upper management
- **Specific requirements:**
  - Upcoming Juniors preferred
  - Preferred Majors: Information Systems, Data Analytics, Computer Science and Engineering, Computer and Information Science
  - Must have strong experience in Excel processes and familiarity with other software(s) such as Power BI
  - Evidence of technical/analytical skills or process awareness in business framework
  - Shows strong leadership initiative, analytical thinking, and process improvement



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- Any experience in agile project management
- Must be a self-starter

## **Thayer Power & Communication**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Safety Coordinator Intern

***Job Description:***

- Learn how to effectively write safety policies and procedures and implement them within the Power, Fiber, Wireless, and Underground Divisions
- Lead efforts to involve employees in safety-related programs and issues
- Assist in conducting safety meetings, inspections, audits, and training programs for existing employees as well as onboarding for new hires
- Implement safety systems and processes for new projects that arise as well as provide support for the reporting metrics department for weekly and monthly reports
- Assist with the rotation of rubber personal insulated protective equipment and become familiarized with incident reporting systems for the documentation of hazardous or potentially hazardous work conditions
- **Specific requirements:**
  - Proficient in Microsoft Office Systems
  - Rising Junior or Senior
  - Preferred Majors: Construction Management, EHS/Environmental Policy and Decision Making
  - Familiarity with OSHA
  - First aid and CPR training (preferred but not required)

## **U.S. Council for Athletes' Health**

***Positions Available:*** 1

***Pay Rate:*** \$12/hour

***Intern title:*** Internal Operations and Social Media

***Job Description:***

- Increase social media and brand awareness. Collaborate with internal operations, marketing and client engagement teams.
- Assist with online E-Learning Platform development. Duties as assigned by the Executive Administrative Assistant.
- **Specific requirements:** none

## **Watershed Distillery**

***Positions Available:*** 1

***Pay Rate:*** \$11/hour

***Intern title:*** Marketing Intern

***Job Description:***



# Bucks Go Pro 2.0 | CORPORATE INTERNSHIPS

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- We are looking for a bright, hardworking individual to work in the Watershed Distillery Marketing dept. This individual will support all marketing efforts building the Watershed brand. In 2022, we will focus our efforts on digital marketing and experiential events.
- This person will also fill in at the bottle shop and should have strong customer service skills. This is the perfect opportunity to learn more about marketing in the alcohol beverage space.
- **Specific requirements:** MUST be 21.