

Coastal Carolina University
Career Services Center

Internships Relating to Sustainability for Spring 2014

UPDATED: 11/14/2013

(List created by Yvonne Lasane)
For full list see coastal.edu/career/internships

Company Name: Abiding Village

Job Title: Program Assistant Intern

Description: Several Interns needed. The Intern will help host classes; assist in the development of new marketing material; assist in the preparation of class and programming material; and help develop and host the annual showcase, as well as network in the community with other not-for-profits and businesses.

Hours Per Week: 10-20, flexible schedule

Job Location: 2997 Waccamaw Blvd., Unit 302, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Marketing, Business Administration, Art, Music, Philosophy, Communication, Interdisciplinary Studies, Graphic Design

How to Apply: E-mail resume to Jess Sagun at jwsagun@abidingvillage.org.

Company Name: ACIPP West Africa

Job Title: Fundraising Assistant/Conservation Society of Sierra Leone Intern

Description: Two (2) Interns needed. The Conservation Society for Sierra Leone (CSSL) promotes the wise use and management of Sierra Leone's natural resources through education, advocacy, research, and site action. CSSL was founded in September 1986, in response to the need for a local organization committed to promote conservation and management of environmental issues in Sierra Leone.

The Interns will be working in the staff offices of CSSL in Freetown, Sierra Leone. Interns are expected to have completed, or be in their third/fourth years of Bachelor's degree (or its equivalent) in the Social Sciences, Environmental Sciences, Business Administration, or non-profit Management. Interns should have relevant experience or coursework in project writing, grant proposal writing and research, and fund development. Interns working towards a Master's degree in a related field will be preferred.

Interns must be fluent in English. Interns are expected to be a skilled addition to the CSSL team, and should be able to deliver grant and funding opportunities to CSSL during their internship. Interns may also be asked to travel to the provinces to conduct assessments of CSSL's projects and programs, in which case cost of transportation and lodging is to be covered by CSSL.

JOB REQUIREMENTS/POTENTIAL TASKS: Interns will be supervised by CSSL, staff, and will receive reference guidelines and supportive/enabling supervision, particularly for the first week upon arrival.

- 1) Create a grants database and directory for CSSL.
- 2) Develop a mechanism to assess the funding needs of the organization based on financial reports and annual budgets.
- 3) Seek and apply for funding for at least two (2) grants during the span of your internship.
- 4) Work closely with the Fundraising Officer to achieve annual targets in fundraising plans.
- 5) Utilize social networking, email, and other Internet resources to create a database of CSSL supporters.
- 6) Create and implement an email newsletter to be distributed to CSSL supporters.
- 7) Create a string media and marketing strategy for CSSL to use in increasing its networks.
- 8) Any other duty as assigned.

Hours Per Week: 30-40, Monday-Friday, 8 am – 5 pm, and some weekends

Job Location: Freetown, Sierra Leone

Salary: UNPAID

Desired Major(s): Business Administration, Management, Environmental Science, Social Science

How to Apply: E-mail resume and cover letter explaining motivation for applying to Kristine Sloan at volunteer@accipwestafrica.org.

Company Name: ACIPP West Africa

Job Title: Biodiversity Field Assistant/Conservation Society of Sierra Leone Intern

Description: Two (2) Interns needed. The Conservation Society for Sierra Leone (CSSL) promotes the wise use and management of Sierra Leone's natural resources through education, advocacy, research, and site action. CSSL was founded in September 1986, in response to the need for a local organization committed to promote conservation and management of environmental issues in Sierra Leone.

The Interns will be working in the staff offices and all project sites of CSSL in Sierra Leone. Interns will be asked to travel from Freetown to the provinces to conduct field assessments and biodiversity surveys in all of CSSL's projects and program areas, in which case cost of transportation and lodging is to be covered by CSSL.

Interns are expected to have completed, or be in their third/fourth years of Bachelor's degree (or its equivalent) in Biology, Environmental Science, Applied Ecology, Wildlife Conservation, or any other related degree. Interns should have relevant experience or coursework in conducting biodiversity surveys focused on species and habitat conservation. Interns working towards a Master's degree or with professional work experience in a related field will be preferred.

Interns must be fluent in English. Interns are expected to be a skilled addition to the CSSL team, and have a basic working knowledge of CSSL's working history and partnerships in conservation within Sierra Leone before arriving (available on their website).

JOB REQUIREMENTS/POTENTIAL TASKS: Interns will be supervised by CSSL, staff, and will receive reference guidelines and supportive/enabling supervision, particularly for the first week upon arrival.

1) Assist in all biodiversity surveys and data collection related to species and habitat conservation in all of CSSL's major projects and programs, listed here:

<http://conservationsl.org/projects/>.

2) Assist CSSL in supporting the government in implementing the National Tree Planting Drive, Wildlife Bush Fire Prevention and Control, National Environmental Protection and Sustainable management of mangroves and the forestry programs.

3) Assist CSSL in educating and raising awareness of wildlife, threatened species and critical ecosystems.

4) Any other duty as assigned.

Hours Per Week: 30-40, Monday-Friday, 8 am – 5 pm, and some weekends

Job Location: Freetown, Sierra Leone

Salary: UNPAID

Desired Major(s): Biology, Environmental Science, Ecology

How to Apply: E-mail resume and cover letter explaining motivation for applying to Kristine Sloan at volunteer@accipwestafrica.org.

Company Name: ACIPP West Africa

Job Title: Agriculture and Livestock Intern

Description: Three (3) Interns needed. The United Heart's Children Center (UHCC) is located in Bawjiase, a mid-size town in the Central Region, between Accra and Cape Coast. Started in 2008 by Pastor Paul Elisha Asomoah, it has grown from providing a home to five (5) children to its current number of 26, ranging in ages of five (5) months-15 years. In addition to providing love, shelter, and meals to the children, the UHCC also runs a school for local community children whose families cannot afford to send them to the government schools in the area. For more information, please visit www.mamhope.org.

This internship is open to individuals 18 years and older, pursuing (or planning to pursue) degrees in the following areas: Agriculture (all disciplines), Animal Science, Environmental Agriculture, Horticulture, and Veterinary Science. Interns in the Agriculture and Livestock program will be involved in three (3) projects, all aimed at creating sustainable sources of food and income for the UHCC: the vegetable and maize farms, the care of goats, rabbits, and chickens, and tending to the tilapia ponds. Vegetables grown include cabbage, lettuce, onions, tomatoes, green peppers, and garden egg.

Individual interested in this internship should be physically fit and comfortable doing manual labor. Although this internship is not centered on working with the youth at the UHCC, some interaction is inevitable - being at ease with children is a must. Self-motivated, independent, and hands-on individuals are highly desired, as this is a position with lots of room for self-direction.

All Interns at the UHCC are housed in a volunteer house about a 25-30 minute walk from the farm, and 10 minutes from the main area of Bawjiase. Three (3) meals are provided daily, seven (7) days a week. There is a communal kitchen, living area, and terrace. There is one (1) house dog, Efia, and three (3) to four (4) UHCC staff who live at the house.

Hours Per Week: 30-40, Monday-Friday, 7:30 am – 5 pm with a mid-day break, and flexible

Job Location: Bawjiase, Ghana

Salary: UNPAID

Desired Major(s): Biology, Environmental Agriculture, Horticulture, Veterinary Science

How to Apply: E-mail resume and cover letter explaining motivation for applying to Kristine Sloan at volunteer@accipwestafrica.org.

Company Name: Apache Family Campground and Pier

Job Title: Resort Operations Intern

Description: Duties: Marketing, event planning, front desk, retail clerk, maintenance, housekeeping, and an overall view of resort camping.

Hours Per Week: 10-20, days and evenings

Job Location: 9700 Kings Road, Myrtle Beach, SC

Salary: \$7.50/hr.

Desired Major(s): All

How to Apply: E-mail resume to Jay Coyle at general.manager@apachefamilycampground.com.

Company Name: A.S.K. Nutrition

Job Title: Health Marketing Intern

Description: Duties: Manage and execute all aspects of business press campaigns; inclusive of collateral, creation of press release to create public awareness; proofread and produce articles, promotional material, sales collateral, and e-mail marketing efforts; and write communications as needed, including but not limited to, press releases, website content, articles, and advertisement copy. **Requirements:** Exceptional writing, and client relations and project management skills; a high level of energy and initiative; exceptional writing skills including strong knowledge in proper written English: grammar, punctuation, tone, etc.; exhibit attention to detail and accuracy in all writing and proofreading projects; and committed to finding ways to improve the quality of outbound written materials.

Hours Per Week: 10-20, flexible schedule

Job Location: 2080 Oak Heart Road, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Ana Mabry at ask@sccoast.net.

Company Name: Avian Conservation Center/The Center for Birds of Prey

Job Title: Educational/Husbandry Intern

Description: Several Interns needed. Duties: Under the supervision of the Director of Education, the Intern will receive education, training, and hands-on experience in management of the Center's resident raptor population. Focus will be on natural history and husbandry, as well as understanding and communicating environmental issues and conservation challenges impacting individual species.

Hours Per Week: 10-20, flexible schedule between 8 am - 5 pm

Job Location: 4872 Seewee Road, Awendaw, SC

Salary: UNPAID

Desired Major(s): Biology, Environmental Science

How to Apply: E-mail resume to Laura Buchta at laura.buchta@avianconservationcenter.org.

Company Name: AwareMed Health & Wellness Center

Job Title: Marketing/Communication Intern

Description: Several Interns needed. Duties: Develop and keep track of presentations and marketing materials; schedule events and seminars, and follow through on planning, including advertisement; give support in making media plans; control response data of communications on-line – social networking; and proficient in social media practices, writing, journalism, media relations, and marketing/SEO.

Hours Per Week: 20-30, flexible schedule, Monday-Thursday

Job Location: 4710 Oleander Drive, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Marketing, Communication

How to Apply: E-mail resume to Dr. Akoury at consultant@awaremed.com.

Company Name: Bald Head Island Limited, LLC

Job Title: Recreation Intern

Description: Bald Head Island is located just two nautical miles off the southeastern coast of North Carolina, where the Cape Fear River meets the Atlantic Ocean. Bald Head Island has approximately 200+ full-time residents and thousands of people visit the island during prime season. **SHOALS CLUB RECREATION:** The Shoals Club Recreation Department works diligently to provide many opportunities for fun in the sun. The department is overseen by a full-time Recreation Coordinator, along with experienced attentive Shoals Club seasonal staff, comprised of part-time help and fall interns. The goal of the department is to provide quality leisure activities and experiences for children, teens, adults, corporations, and families with diverse abilities and interests. **OVERVIEW AND EXPECTATIONS:** Shoals Club Recreation Department welcomes the Intern to our staff. The program provides Intern with extensive experience in the resort recreation industry assisting them in professional and personal growth. Weekly schedules will vary. **RESPONSIBILITIES:** 1) Planning, implementing, and evaluating recreation and leisure programs coordinated by Shoals Club Recreation Department; 2) Planning and running weekly programs such as Koastal Kids, Teen Science, Kids Night Out, Scavenger Hunts, etc.; 3) Coordinating pool related activities; 4) Weekly flyers; 5) Office duties; 6) Working the various stations around the pool; 7) Holiday and Special Event planning; 8) Staff meetings; 9) Establish proper guest relations; 10) Recreation facility maintenance; and 11) Pool maintenance. **CONFERENCE GROUP PROGRAMMING:** Group recreation is an important part of conference group bookings. The activities are planned and incorporated into the agenda of group meetings. Activities can range from relaxing seminars with simple icebreaker games to high-energy sports activities and team building challenges. **SUPERVISORY EXPERIENCE:** 1) Weekly Kids Programs - Intern will be responsible for planning the weekly Koastal Kids camp programs. Their responsibilities consist of, but not limited to, planning the activities for the weeks' programs, handling the registration process, and dealing with the guests' questions; 2) Fourth of July Week - Intern will be responsible for the planning, implementing, and advertisement of an assigned special event that has been scheduled for that week. **INTERN MEETINGS:** The Intern will meet once a week with the Recreation Coordinator. This meeting time is allotted for the Intern to plan and organize approaching special events or holiday programs with the Recreation Coordinator. Weekly duties will be assigned and proposals are to be handled in for the upcoming weekly program assignments. When special events and holiday program planning is not required, the meeting time will be for seminars with other professionals from various outlets throughout the island. The Intern can ask any questions he/she may have, review his/her internship goals, supervisory responsibilities, and internship guidelines at this time. **SALARY/HOUSING/MEALS:** Intern will receive a \$125 stipend per week, and free housing and utilities. Other opportunities will be available for the Intern to receive additional pay, including babysitting, swimming lessons, and food and beverage events. Bald Head Island provides housing on the island in the Crew's Quarters. Interns will be housed together in one of our fully furnished apartments. Housing includes all utilities except long distance and toll charges. Upon arrival to Bald Head Island, intern will be asked to sign a housing contract. Accommodations will be inspected frequently and you will be held liable for any damages. **UNIFORMS:** Uniforms consist of three (3) polo shirts, a hat, and a name tag. Intern must supply khaki shorts/pants, tennis/running shoes, and appropriate swimming suits for men and conservative one-pieces for women. The Intern should also supply black pants, white t-shirt, sunglasses, belt, watch, umbrella, rain jacket, sunscreen, bug spray, alarm clock, and slip-proof black shoes if interested in working food and beverage events. Uniforms should be kept clean and well-pressed at all times. Jeans/denim and flip-flops are not allowed while working. For your personal time, you may want to bring extra shorts, t-shirts, casual clothing, long slacks (dress and casual), stereo, camera, stamps, backpack/bag, bike, etc. **TRANSPORTATION:** Bald Head Island does not offer transportation, except for the ferry ride to and from the island. Interns who drive their cars will be provided with a parking pass. Cars are not allowed to be driven on Bald Head Island, so the main source of transportation is by golf cart. You must have a valid driver's license to operate a golf cart. **FACILITY USAGE:** Intern is allowed to use most of the island's facilities, such as the Shoals Club fitness center and swimming pool during off-hours. Intern may eat at Eb & Flos, Maritime Market Café, and River Pilot Café. We ask that you use the facilities when they are not busy. If you would be interested in dining at the Shoals Club, the General Manager must first approve your request. **MISCELLANEOUS:** 1) If you have opportunity to bring a car, it would be beneficial to do so; 2) It may be a good idea to establish a checking account when you arrive; and 3) We strongly suggest that you bring your own computer to complete your school work. You will not have access to the office computers at any time for personal use. There is a public computer room located at Guest Services that has two computers and a printer. You can use the public computer room on your own time between the hours of 7:30 am and 11:00 pm, seven days a week. **REQUIREMENTS:** Must be a junior or senior in a college of Recreation and Leisure or related studies program; have experience in working with children, public speaking skills, and program leadership; and prior supervisory experience, an aquatics background, CPR and first-aid certificates, and a valid driver's license is preferred.

Hours Per Week: See Description.

Job Location: Bald Head Island, NC

Salary: See Description.

Desired Major(s): Recreation and Sport Management, Resort Tourism Management, Exercise and Sport Science

How to Apply: Intern must submit a resume, cover letter, and a Bald Head Island "Application for Employment." Applications can be found on the Bald Head Island website at www.baldheadisland.com. Resume should include the telephone numbers and addresses of at least three (3) references (one from a professor or academic advisor and two from previous employers). Personal interviews are preferred; although phone interviews will be acceptable when travel distances and schedules conflict. Intern can e-mail the paperwork to Belinda Carraway in the Human Resource Department at human-resources@bhisland.com; or fax to 910-457-4682; or mail to Human Resources, Bald Head Island Ltd., Employment Office, 901 North Howe Street, Southport, NC 28461.

Company Name: Beach Baby's Doula Services, Inc.

Job Title: Executive Assistant Intern

Description: Several Interns needed. This is an opportunity where you can make a difference. The Intern will assist with operations, managing website marketing, educational programming, and new International Doula Registry. **Requirements:** Prefer someone with database management and web programming experience; must have excellent organizational skills; be competent with computer work; have marketing skills; and some web knowledge helpful.

Hours Per Week: 10-20 or 30-40, flexible schedule

Job Location: 514 Alder Street, Suite 1, Myrtle Beach, SC, and some work from home

Salary: UNPAID

Desired Major(s): Business Administration, Health Promotion, Women's Studies, Computer Science

How to Apply: E-mail resume to Pat Burrell at mindbodysp@aol.com.

Company Name: Beach Baby's Doula Services, Inc.

Job Title: Woman's Health Program Intern

Description: Several Interns needed. This is an opportunity where you can make a difference. Work schedule is flexible. Must have excellent organizational skills; be competent with computer work; have marketing skills; and some web knowledge helpful.

Hours Per Week: 10-20, flexible schedule

Job Location: 514 Alder Street, Myrtle Beach, SC, and some work from home.

Salary: UNPAID

Desired Major(s): Business Administration, Health Promotion

How to Apply: E-mail resume to Pat Burrell at mindbodysp@aol.com.

Company Name: Benefit Insurance Services

Job Title: Office Administrative Intern

Description: Several Interns needed. Duties: Assist with answering the phone; filing; completion of applications; and other general clerical duties. Intern will earn the process of making an office paperless and then helping to make our office paperless; learn how databases are used with insurance clients; assist with updating the Genesis database; and other jobs may be needed and will be discussed. **Requirements:** Most of the customers are elderly, so Intern must have a truly caring personality and able to make the customers feel welcome; have proficient knowledge of MS Office programs (Outlook, Word, and Excel); and prior office experience is preferred, but not mandatory.

Hours Per Week: 15-20, flexible schedule

Job Location: 1500 Hwy. 17 North, Suite 104, Surfside Beach, SC

Salary: UNPAID

Desired Major(s): Business, but all majors welcome to apply

How to Apply: E-mail resume and a cover letter telling why you are right for the position to wade@benefitinsuranceservices.com.

Company Name: Better Business Bureau of Coastal Carolina

Job Title: Social Media Intern

Description: Seeking an Intern with strong knowledge and understanding of the digital media landscape, including various social media websites. The Intern will work to help support online marketing and communications campaigns for Better Business Bureau (BBB) and BBB Accredited Businesses.

Primary Responsibilities:

- 1) Website updates, including social media networks (Facebook, Twitter, LinkedIn, etc.).
- 2) Monitor blogs, forums, and social media networks (Facebook, Twitter, LinkedIn, etc.).
- 3) Maintain BBB monthly newsletter.
- 4) Leverage social networks to strengthen relationships with accredited businesses, and increase the number of impressions on potential future accredited businesses.
- 5) Assist in writing press releases.

- 6) Enter, update and change accurate member and non-member information in database.
- 7) Answer all incoming calls as a first responder; counsel callers regarding inquiries, general information, referrals and complaints, when appropriate; and take messages for staff who are unavailable.
- 8) Retrieve voice messages from private member lines, sales lines, and VRS; and deliver messages accordingly.
- 9) Maintain contact with assigned businesses regarding complaints, including member and non-member companies; follow-up with phone calls when a response is not received within allowed time frame; call all companies when the first complaint is received and validated; update the BID (resolution is the main goal). A 68% - 75% annual resolution rate is mandatory.

Essential Duties and Other Responsibilities:

- 1) Various general office duties, including answering telephones, faxing, emailing, mailing, copying, and maintaining a clean work station (taking trash out, filing and organizing any documents or training materials, etc.).
- 2) Assist with aspects of fundraisers, trainings, special meetings, etc.
- 3) Process consumer complaints, entering information in the database, generating letters to companies and consumers, and copying all material to the database.
- 4) Read and review complaints and responses thoroughly in order to process accurately.
- 5) Keep Operations Manager apprised of general status of complaints and unsatisfactory ratings.
- 6) Educate consumers on their responsibility in a business transaction; and educate consumers on BBB's function in the community, services of BBB, etc.
- 7) Answer and assist all incoming calls from consumers and businesses.
- 8) Advise the Operations Manager on situations that could lead to potential news stories and/or press releases.
- 9) Publish complaints daily.
- 10) Process and complete investigations for returned mail.
- 11) Assist and follow instructions given my Operations Manager and/or President.

Qualifications: 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.

- 1) High school diploma or general education degree (GED); one (1) to three (3) months related experience and/or training; and demonstrated interest in professional customer service oriented career.
- 2) Strong oral and written communication skills; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- 3) Ability to perform math, such as add, subtract, multiply, and divide in all units of measure; and ability to compute rate, ratio, percent, and to draw and interpret bar graphs.
- 4) Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions; and ability to deal with problems involving a few concrete variables in standardized situations.
- 5) Ability to maintain confidentiality, and adhere to Conflict of Interest Policy.
- 6) Ability to operate a computer; advanced knowledge of Excel spreadsheet software, and Microsoft Office word processing software; must be able to type; and ability to navigate the Internet and find information relating to investigations in a timely manner.
- 7) Ability to scan documents; upload documents to Ebindr; attach documents correctly; send emails; organize emails in Outlook; and/or Google Apps for Business.

Physical Demands: While performing the duties of this internship, the employee is regularly required to sit or stand for long periods of time; to speak and listen for long periods of time; and must be able to lift five (5) to 10 lbs.

Work Environment: Office setting with a usually moderate noise level.

Hours Per Week: 10-30, very flexible, Monday-Friday, between the hours of 8:30 am – 5:00 pm

Job Location: 1121 Third Avenue, Conway, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Guy Miller at operations@coastalcarolina.bbb.org.

Company Name: Beyond Potential

Job Title: Exercise Trainer Intern

Description: Duties: Divide clients with workout routines/regiments in order to enhance athletic ability; develop marketing tools and ideas to gain brand equity; and continue to grow client base via camps and group sessions.

Hours Per Week: 30-40, 9 am – 5 pm, varies due to scheduling

Job Location: 37 Cross Street, Nutley, NJ

Salary: To be Determined

Desired Major(s): Exercise and Sport Science, Recreation and Sport Management, Resort Tourism Management, Physical Education, Marketing, Communication, Interdisciplinary Studies

How to Apply: E-mail resume to Don Sellori at dsell23@aol.com.

Company Name: BI-LO Center

Job Title: Box Office Intern

Description: The BI-LO Center seeks dedicated students interested in gaining experience in area of Box Office and Event services in the live sports and entertainment industry for one semester. Under the direction of the Box Office Manager, interns will gain experience in box office management; ticketing; assist with offsite box office duties, patron services; program and group sales. The box office intern will gain practical experience in the day-to-day operations of a computerized box office through assisting the staff in the sale and processing of ticket orders. Box Office Intern is first point of contact for patrons; applicants must possess strong customer service skills in person and on the phone. Activities will be assigned depending on the intern's interest and experience. Interns should have general office, accounting, and public relations skills.

Work Hours: Interns must be available a minimum of 20 hours per week but would prefer 40 hour work week. The offices are open from 8:30 am – 5:30 pm. Due to the nature of business, you may be requested to work alternate hours including nights and weekends in connection with our events calendar. If you are to receive college credit for the internship, we will work closely with your college or university to set-up an appropriate schedule. We are flexible with schedules due to the importance of a student's dedication to studies and school activities, but ask that the interns are committed to the schedule agreed upon once the internships begin.

Duration: The duration of the Internship is typically one semester, however we can work with your school's program requirements. We prefer intern candidates to be available full-time during the Fall/Spring/Summer terms, totaling about 40 hours/week.

Compensation: The BI-LO Center does not offer financial compensation for internships at this time.

Transportation & Parking: Transportation is the responsibility of the student and is required for the internship. Parking is available at no cost. Travel reimbursement will be provided for use of your personal vehicle for business.

Hours Per Week: 20-40

Job Location: 650 N. Academy Street, Greenville, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: Apply online at <http://arenanetwork.teamworkonline.com/teamwork/jobs/jobs.cfm/Internship?supcat=1630#44779>. Interested candidates should take the following steps to submit their application for consideration: 1) Cover letter – stating your available start date for internship; 2) Resume; and 3) Unofficial transcript (optional). **Note:** When you apply for this job online, you will be required to answer the following questions:

1. Please write a brief description why you're best suited for this internship?
2. How many hours per week are you available?
3. Are you available on evenings and weekends?
4. When are you available to begin an internship?
5. What are your best skills/traits that you currently have and hope to increase during your internship?
6. Additional comments

Company Name: BI-LO Center

Job Title: Event Service Intern

Description: The BI-LO Center seeks dedicated students interested in gaining experience in area of Event services in the live sports and entertainment industry for one semester.

General Duties:

- Contact and coordination with vendors and placing orders for shows.
- Answering phones, fielding information questions, contacting vendors.
- Handle all correspondence, filing, delivering mail, scheduling, etc.

- Maintenance and updating of various databases, calendars and event sheets.
- Assist with event set-up and breakdowns.

Work Hours: Interns must be available to work a minimum of 20 hours per week but would prefer 40 hour work week. The offices are open from 8:30 am – 5:30pm. Due to the nature of business, you may be requested to work alternate hours including nights and weekends in connection with our events calendar. If you are to receive college credit for the internship, we will work closely with your college or university to set-up an appropriate schedule. We are flexible with schedules due to the importance of a student's dedication to studies and school activities, but ask that the interns are committed to the schedule agreed upon once the internships begin.

Duration: The duration of the Internship is typically one semester, however we can work with your school's program requirements. We prefer intern candidates to be available full-time during the Fall/Spring/Summer terms, totaling about 40 hours/week.

Compensation: The BI-LO Center does not offer financial compensation for internships at this time.

Transportation & Parking: Transportation is the responsibility of the student and is required for the internship. Parking is available at no cost. Travel reimbursement will be provided for use of your personal vehicle for business.

Hours Per Week: 20-40

Job Location: 650 N. Academy Street, Greenville, SC

Salary: UNPAID

Desired Major(s):

How to Apply: Apply online at <http://arenanetwork.teamworkonline.com/teamwork/jobs/jobs.cfm/Internship?supcat=1630#44779>. Interested candidates should take the following steps to submit their application for consideration: 1) Cover letter – stating your available start date for internship; 2) Resume; and 3) Unofficial transcript (optional). **Note:** When you apply for this job online, you will be required to answer the following questions:

1. Please write a brief description why you're best suited for this internship?
2. How many hours per week are you available?
3. Are you available on evenings and weekends?
4. When are you available to begin an internship?
5. What are your best skills/traits that you currently have and hope to increase during your internship?
6. Additional comments

Company Name: Bluegreen Corporation

Job Title: Special Events Intern

Description: Duties: Face-to-face customer contact; personal relations development and marketing exposure; must be flexible with nights, days, weekends to host trade-shows, events, festivals, and/or parades; and some occasional travel required (maximum two hours).

Hours Per Week: 10-20 or 30-40, schedule will vary – days, nights and/or weekends

Job Location: 291 Fantasy Harbour Blvd., Myrtle Beach, SC

Salary: To be Determined

Desired Major(s): All

How to Apply: E-mail resume to Mandy McGuire at mandy.mcguire@bluegreencorp.com.

Company Name: Bluegreen Resorts - Harbour Lights

Job Title: Activities Associate Intern

Description: Duties: Assist with all resort activities for owners/guests (games, crafts, and special events); and help front desk as needed. **Requirement:** Must have liability insurance.

Hours Per Week: 10-20 (Will work with student to determine schedule)

Job Location: 2505 North Ocean Blvd., Myrtle Beach, SC (across from the Carolinian Best Western)

Salary: UNPAID

Desired Major(s): Resort Tourism Management, Recreation Sports Management, Recreation

How to Apply: E-mail resume to Kelly Hoenscheid at kelly.hoenscheid@bluegreencorp.com.

Company Name: Boojum Institute for Experiential Education

Job Title: Outdoor Recreation Intern

Description: Several Interns needed. Our non-profit organization is growing and we are looking for interns to grow with us! The Boojum Institute for Experiential Education fosters positive peer relationships, self-confidence and environmental stewardship by connecting individuals with nature and each other through hands-on learning experiences. It offers custom-designed programs – camping, rock climbing, high-ropes courses, eco activities and other fun yet challenging pursuits – among great rivers, expansive deserts, remote beaches and mountain peaks. The nonprofit is accredited by the Association for Experiential Education, which ensures the highest level of quality and safety. In such spectacular destinations as Grand Canyon, Yosemite and Joshua Tree national parks, Point Reyes National Seashore, the Colorado River, and the Sierra Nevada mountains, Boojum provides people with adventures that broaden their horizons figuratively and literally. In addition to students from kindergarten through college who take part on a fee-for-service basis, Boojum serves grant-supported members of community groups who lack opportunities to explore the outdoors. It is sustained by grants, donations and fees for service; Boojum receives no public funding. Founded in 1975, the institute has benefited more than 80,000 people in its role as an educational partner and established an enduring reputation for value, integrity and fun. Its course directors are a rare, inspired breed – both highly trained as outdoor educators and committed to making sure kids LIVE while they learn. Even participants who struggle in a traditional classroom environment frequently find Boojum’s brand of education deeply enjoyable, personally rewarding and indelibly memorable. **Duties:** Backpack! Canoe! Rock Climb! Sea kayak! Interns help plan and lead Boojum's acclaimed outdoor education programs throughout California and the American Southwest. Our interns gain hands-on training in outdoor and adventure education, and wilderness leadership. Interns with the Boojum Institute learn and develop skills in areas related to all areas of operations of the Institute. This includes planning and delivering field programs, development of outdoor skills, program evaluation, administrative responsibilities, logistics planning and curriculum development. Interns work closely with field staff to develop and implement goals and objectives for each program. **Responsibilities:** Assisting in all aspects of planning and leading multi-day outdoor expeditions, group management, curriculum and lesson plan development and implementation, course logistics and administrative work, and field risk management. **Salary and Benefits:** \$150.00 per four weeks living allowance; room and board while on course; housing and limited food when not on course; opportunities to learn from our experienced field staff; staff trainings and development opportunities; and extensive pro-deal professional purchase program. We also like our interns to return to work with us as field staff. **Requirements:** Some experience in experiential or outdoor education; high school diploma; college-level coursework in environmental education, outdoor education, or adventure education preferred; current Basic First-Aid and CPR required; Wilderness First Aid preferred; personal experience and comfort living in the outdoors; excellent communication and interpersonal skills; organizational skills; demonstrated ability to work independently and in groups, including with children and adults in an outdoor setting; and ability to work flexible hours, including evenings and weekends.

Hours Per Week: 30-40

Job Location: 57705 Ramsey Road, Anza, California

Salary: See Description.

Desired Major(s): All

How to Apply: Please review the information available at <http://www.boojum.org/internship.html>. Submit your cover letter, current resume, and contact info for three (3) references to: Ms. Julie Pendola, Staff & Training Manager, 57705 Ramsey Road, Anza, CA 92539.

Company Name: Brightwater Senior Living Communities

Job Title: Life Enrichment Leader Intern

Description: Several Interns needed. The Intern will assist in the development and integration of social events, outings, programs, and activities, with a multitude of choices, for the members of the campus based on what they learn about members. The social/activities program shall be multi-faceted and reflect groups’ and individuals’ interests and needs, and provide programming that focuses on the six dimensions of wellness: emotional, intellectual, physical, social, spiritual, and vocational.

Hours Per Week: 10-20, flexible schedule

Job Location: 101 Brightwater Drive, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Sociology, Psychology, Interdisciplinary Studies, Communication, Marketing

How to Apply: E-mail resume to Suzanne Toole at SToole@brightwater-living.com.

Company Name: Broadway at the Beach

Job Title: Marketing/Communication Intern

Description: Duties: Assist Marketing Department in scheduling, set-up, coordination, supervision and break-down of events, i.e. a variety of school and church youth group musical performances, live radio remotes and giveaways; research new events that can be executed at Broadway at the Beach; post monthly events on Broadway website and Myrtle Beach

Chamber of Commerce Website; update other onsite advertising as requested with monthly events; create a survey to gain information on guests' demographics and review with staff for approval; using approved survey, poll guests once a day and compile results to create a final report at end of internship; assist as liaison between the Marketing Department and the Broadway at the Beach merchants with on-going merchant communications; greet media upon arrival on-site if needed during events; answer incoming phone call inquiries and emails as needed on an on-going basis; assist with putting fulfillment together from incoming inquiries from emails, phone calls, groups and events; update merchant web coupon program. Send out renewal agreements, payment reminders and provide coupon changes to IT department; KidzTime Kids Club – attend monthly meeting held generally 1st or 2nd Saturday of the month 8 am to 11 am; attend BATB staff meetings every Monday at 2 pm, BATB Marketing meeting every Tuesday at 10 am and the monthly Advisory Committee Meeting every 4th Wednesday of the month as schedule permits; and update BATB electronic message center as events occur and new ones are provided for the upcoming month.

Requirements: Public relations, online marketing, social media marketing and creative writing skills preferred; only extremely dependable, motivated applicants should apply; and at least two years of marketing or event management experience/education required.

Hours Per Week: 10-20, flexible schedule

Job Location: 1325 Celebrity Circle, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Marketing, Communication, Writing, Management

How to Apply: E-mail resume to Melissa Armstrong at melissa.armstrong@bccompany.com.

Company Name: Brooke Christl Photography

Job Title: Photography Assistant Intern

Description: Several Interns needed with some art background. Duties: Second shoot with owner, and assist with some office work.

Hours Per Week: 10-20, Saturdays and some afternoons

Job Location: 1113 48th Ave. N., Suite 119, Myrtle Beach, SC, and some wedding sites

Salary: To Be Determined

Desired Major(s): All

How to Apply: E-mail resume to Brooke Christl at brooke@brookechristl.com.

Company Name: Brookgreen Gardens

Job Title: Volunteer Coordinator Intern

Description: Duties: Intern will create Volunteer Directory through survey collection, telephone and in-person interviews; and assist in the volunteer efforts for events. Requirements: Possess excellent communication skills, and photography skills are a plus.

Hours Per Week: 10-20, flexible schedule to be determined

Job Location: Murrells Inlet, SC

Salary: UNPAID Minimum GPA: 3.0

Desired Major(s): Communication, Marketing, Resort Tourism Management

How to Apply: E-mail resume to Jay Rowe at jrowe@brookgreen.org.

Company Name: BZ Designs Service

Job Title: Interior Design Intern

Description: Duties: Meet with potential homeowners; survey existing home layout; take measurements; set-up display boards; select colors, patterns, furniture, and accessories for clients; prepare design quotes; present information to customers; close sale; and make purchases, paint and arrange new design layouts.

Hours Per Week: 10-20, flexible schedule

Job Location: 6204 North Ocean Blvd., Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Graphic Design, Art Studio, Communication

How to Apply: E-mail resume to Barbara Graham at BZDesignService@yahoo.com.

Company Name: CAPAM (Commonwealth Association for Public Administration and Management)

Job Title: International Public Administration and Management Intern

Description: This is an 8-week internship, which is offered to allow students the opportunity to acquire some experience in the field of managing and promoting good governance across Commonwealth Countries and beyond. The internship program will be beneficial to students with some background in the following areas: International and Global Studies; International Relations; Public Administration; Political Science and Government; and Development Studies. The internship will mainly be based at the CAPAM Secretariat in Ottawa, Canada. The main functions of the Intern will be as follows: Help prepare for conferences in Commonwealth Countries; help draft schedules for programs organized by CAPAM; help with administrative duties at the CAPAM Secretariat; and help with CAPAM publications. **SALARY:** This is an unpaid internship, and the Intern will be financially responsible for housing, transportation, and living expenses. The following estimates might be helpful: 1) Rent for Housing in Ottawa - \$2000-\$2500; 2) Transportation for eight (8) weeks - \$200 (bus pass); and 3) Living Expenses for eight (8) weeks - \$3000.

Hours Per Week: 30-40, five days a week, Monday-Friday, 9 am – 5 pm

Job Location: 300 Laurier Avenue West, West Tower, Room A-1245, Ottawa, Canada

Salary: See Description **Duration:** 8 weeks in Canada; 1 week Independent Study

Desired Major(s): Political Science, Communication, Business Management, Interdisciplinary Studies

How to Apply: E-mail resume to Dr. Richard Aidoo at Raidoo@coastal.edu.

Company Name: Carolina Energy Conservation

Job Title: Sales/Marketing Intern

Description: The Intern will work with Outside Sales Representatives; must be extremely comfortable with the general public; assist with marketing and outdoor festivals, home shows, etc.; and some office work such as customer service and answering the phone.

Hours Per Week: 30-40

Job Location: 100 Lichen Court, Unit A, Myrtle Beach, SC

Salary: \$200/week

Desired Major(s): Communication, Business Administration, Marketing, Management, Interdisciplinary Studies

How to Apply: E-mail resume to Jeffrey Thompson at jeffrey.thompson@carolinaec.com.

Company Name: Carolina Forest Chronicle

Job Title: Reporter Intern

Description: Several Interns needed. Duties: Receive assignments, evaluate news leads and news tips in order to develop story idea; gather and verify feature information regarding story through interviews, observations, and research; write, edit, proofread stories according to prescribed editorial style and formatting standards; some occasional clerical duty and material organization required; take photographs to illustrate story; assist in page design and layout; collect and analyze information about newsworthy events in order to write news stories for publication; and attend meetings with Public Editor and Proofreader.

Hours Per Week: 10-20, flexible schedule, some weekends

Job Location: 4791 Hwy. 501, Myrtle Beach, SC (Carolina Forest), and Conway, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Michael Smith at michael.smith@myhorrynews.com.

Company Name: Carolina Human Reinvestment, Inc.

Job Title: Program Management/Administrative Intern

Description: Several Interns needed. The Intern will serve in four (4) different capacities: 1) The Amachi Program, 2) TBB-SC, 3) Vice President, and 4) the office. Duties: Will perform daily administrative duties; research special projects relating to non-profit initiatives; provide customer service; and assist with public relations and marketing projects.

Hours Per Week: 25, Monday-Friday, between the hours of 9 am – 5 pm

Job Location: 1011 Brick Chimney Road, Georgetown, SC

Salary: To be Determined

Desired Major(s): Business Administration, Marketing, Management, Communication, English, Political Science

How to Apply: E-mail resume to Kenya Rice at kenyadrice@yahoo.com.

Company Name: Carolina Power Yoga

Job Title: Marketing/Communication Intern

Description: The Intern will be responsible for general marketing and business duties to include online and social media marketing; Mind Body software; print marketing materials (flyers, brochures, etc.); networking; and event workshop training and organization.

Hours Per Week: 10-20, Monday-Friday, flexible schedule

Job Location: 81 Hillside Drive North, North Myrtle Beach, SC, or at home on computer

Salary: UNPAID, but will receive free Yoga and Dance class

Desired Major(s): Communication, Marketing, Interdisciplinary Studies, Management, Business Administration

How to Apply: E-mail your resume and online marketing samples to Tara Gurry at photo7721@gmail.com.

Company Name: Carolina Safari Jeep Tours

Job Title: Tour Guide: History/Nature Interpreter Intern

Description: Several Interns needed. Intern will be trained as a tour guide as soon as possible. **Requirements:** Must have a good driving record and no DUI; ability to relate to all ages; sense of energy and fun; ability to relate history and natural information in an informative, interesting manner; must have own transportation; and able to work daily and weekends, etc. - no nights.

Hours Per Week: 30-40 (will explain flexible schedule option and training)

Job Location: Myrtle Beach, SC Area

Salary: \$45 per approximately a four-hour tour, plus tips

Desired Major(s): History, Science, Theater, Resort Tourism Management, Education

How to Apply: E-mail resume to Valerie Graham at movingonval@aol.com.

Company Name: City of Columbia, SC

Job Title: Planning Intern

Description: The City of Columbia Planning and Development Services Department has an opening for a Fall 2011 semester Intern to provide assistance to the professional planning staff. **Duties:** Assist with updating and revising the City's Comprehensive Plan; assist in performing analysis and interpretation of data regarding corridor/neighborhood plan; assist with Bicycle/Pedestrian infrastructure planning and analysis; and assist with various urban design analysis and projects. **Requirements:** ArcMap/ArcGIS experience; data collection and interpretation; proficiency with Microsoft Office Suite; and experience with ArcPad and field data collection a plus.

Hours Per Week: 20, flexible schedule

Job Location: Columbia, SC

Salary: UNPAID

Desired Major(s): Political Science, Planning, Geography, Urban Design, or related field.

How to Apply: E-mail letter of introduction, resume, and contact information to Jeff Crick at jscrick@columbiasc.net.

Company Name: CNBC

Job Title: Broadcasting Intern

Description: Several Interns needed. Duties: Observe and help create promos; pitch topics; create segments that may air on television; observe production control room; assist producers and set design; practice reading from teleprompter; learn interviewing technique; and work scroller in control room to prepare for a career in Broadcast Journalism.

Hours Per Week: 10-20, flexible schedule, Wednesday, Thursday, and Friday, 9 am – 4:30 pm

Job Location: 900 Sylvan Avenue, Englewood Cliffs, NJ

Salary: UNPAID

Desired Major(s): Communication, English, Journalism, Marketing

How to Apply: E-mail resume to Kerima Greene at kerima.greene@nbcuni.com.

Company Name: Coastal BioDiesel Group

Job Title: Marketing/Communication Intern

Description: Duties: Research new markets and gather competitive intelligence; develop improved prospecting databases and tools; attend networking events to help promote community awareness of company services; enters contact information into database, and develops and generates reports; update and maintain database and other records. Work may include organizing mailings, e-mail blasts and phone calls to generate sales leads; assist with miscellaneous special projects and performs customer follow-up; database maintenance, group solicitation and qualification; help support the office team by providing administrative help such as organizing and filing materials, and answering telephone calls in a professional manner; handle calls is possible and forward detailed messages for follow-up; and process telephone requests for pertinent information.

Hours Per Week: 10-20, 9 am – 1 pm, plus additional hours as required

Job Location: 127 French Collins Road, Conway, SC

Salary: \$7.25/hr.

Desired Major(s): Marketing, Communication

How to Apply: E-mail resume to Mark Randolph at mrandolph@coastalbiodiesel.com.

Company Name: Coastal Carolina University – Department of Communication, Languages, and Cultures

Job Title: Research Project Assistant Intern

Description: The Intern will work as part of a grant-funded social marketing campaign. The Intern will assist in the creation, implementation, and evaluation of a campus-wide social marketing campaign to reduce high-risk drinking attitudes and behaviors on campus. Various campaign-related duties will include gathering and synthesizing library research; coordinating and participating in campaign meetings; conducting survey and focus group research; implementing marketing strategies and disseminating program materials on and off campus; working collaboratively with other students, faculty, and professional staff; and/or other assigned campaign-related tasks.

Qualifications: Must be a current CCU student with a minimum GPA of 3.0; must have strong writing/interpersonal communication and presentation skills; must have a basic proficiency with electronic and social media communication; and must have strong organizational skills with the ability to follow through on projects independently. Students with marketing and/or graphic design experience are encouraged to apply.

Hours Per Week: 12-15, work schedule to be determined

Job Location: CCU Campus – Brittain Hall

Salary: \$9.00 - \$9.40/hr.

Desired Major(s): Communication, Business Administration, Marketing, Graphic Design, Health Promotion, Writing, English

How to Apply: E-mail resume and cover letter explaining interest and qualifications to Mary Flynn at mflynn@coastal.edu.

Company Name: Coastal Carolina University – Sustainability Initiative Office

Job Title: Environmental Education Intern

Description: Several Interns needed. The Interns will work with the Sustainability Initiative Office to gather data and help provide education across campus about recycling and waste reduction. The Interns will assist with daily activities and acquire knowledge related to sustainability. Duties: Organize recycling data collected by the student Green Team; assist in conducting an on-campus waste audit of the University; contact various departments to schedule brief meetings to discuss recycling; conduct a brief meeting about recycling; and public speaking – educating the campus departments on recycling and sustainability.

Hours Per Week: 10-20, Monday-Friday, between 8 am – 4 pm

Job Location: CCU Campus

Salary: UNPAID

Desired Major(s): Interdisciplinary Studies, Education, Communication, Health Promotion, Biology, Marine Science

How to Apply: E-mail resume to Jennifer Sellers at jennifer@coastal.edu.

Company Name: Coastal Carolina University – Women’s Resource Center

Job Title: Program Coordinator Intern

Description: Five (5) Interns needed. Duties: Support Women’s Resource Center with programming, scheduling, coordinating events, programs, and participation as needed; daily maintenance of web page and social media sites; and help with daily operation of Women’s Resource Center. **Requirements:** Competent written and verbal communication; customer service, planning, organizing, and attention to detail; and experience with Microsoft Office.

Hours Per Week: 10-20, flexible hours during 8 am – 6 pm

Job Location: CCU Campus – Wall College of Business, room 313

Salary: UNPAID

Desired Major(s): Sociology, Psychology, Health Promotion, Marketing, Communication, Women and Gender Studies

How to Apply: E-mail resume to

Company Name: Coastal Restoration Group

Job Title: Marketing Manager Intern

Description: Duties: Marketing for the company in field and office; and organize an effective plan for clientele, as well as future plans for advertisement and advanced marketing plans.

Hours Per Week: 30-40, schedule to be determined

Job Location: 3931 Mega Drive, Suite 3, Myrtle Beach, SC

Salary: Negotiable

Desired Major(s): Business Administration, Marketing, Communication

How to Apply: E-mail resume to Sheri Lilley at slilley@coastalrestorationgroup.com.

Company Name: Columbus Zoo and Aquarium

Job Title: Marine Mammal/Manatee Coast Intern

Description: Several Interns needed. The goal of this internship is to provide the student with an introduction into the aquatic zoo keeping field. Job functions include but are not limited to assisting full-time keepers in the Shores region with preparing animal diets, cleaning and maintaining animal enclosures, exhibits, and area grounds, observing animals and reporting any behavioral changes, delivering educational interpretation to the general public, daily monitoring of filtration systems, water quality testing, manatee enrichment, animal training and performing other duties as assigned.

Requirements:

*Third or fourth year student in Zoology, Marine Biology, Biology or related program.

*3.0 or above accumulative GPA on a 4.0 scale.

*Pre-employment TB test required.

*Previous animal caretaking background preferred.

*Previous fish keeping and aquarium experience preferred.

*Ability to balance multiple assignments successfully.

*Excellent verbal and written communication skills.

*Must be neat in appearance and maintain courteous behavior at all times.

*Ability to work in varied weather conditions (i.e. extreme heat, cold, rain, snow).

*Ability to work a flexible schedule including weekends, evenings and holidays required.

*Subject to BMV check.

*Subject to Criminal Background check.

Hours Per Week: Must be available two (2) full days a week, 7:00 am - 3:30 pm.

Job Location: 9990 Riverside Drive, Powell, Ohio

Salary: UNPAID, but will receive a stipend of \$50/week

Desired Major(s): Marine Science, Biology, Biochemistry, Chemistry, Coastal Marine and Wetland Studies, Communication, Interdisciplinary Studies

How to Apply: E-mail resume to Betsy Root at betsy.root@columbuszoo.org.

Company Name: Columbus Zoo and Aquarium

Job Title: Reptile Husbandry Intern

Description: Several Interns needed. The goal of this internship is to provide the student with an introduction into the aquatic zoo keeping field. General husbandry for non-venomous reptiles and amphibians will be emphasized. Job functions include but are not limited to assisting full-time keepers in the Shores region with preparing animal diets,

cleaning and maintaining animal enclosures and exhibits as well as general cleaning, observing animals and reporting any behavioral changes, delivering educational interpretation to the general public in the Reptile Keeper Lab, animal enrichment and performing other duties as assigned.

Requirements:

- *Third or fourth year student in Zoology, Biology or related field.
- *3.0 or above accumulative GPA on a 4.0 scale.
- *Pre-employment TB test required.
- *Previous reptile keeping skills and animal caretaking background preferred.
- *Ability to balance multiple assignments successfully.
- *Excellent verbal and written communication skills.
- *Must be neat in appearance and maintain courteous behavior at all times.
- *Ability to work in varied weather conditions (i.e. extreme heat, cold, rain, snow).
- *Ability to work a flexible schedule including weekends, evenings and holidays required.
- *Subject to BMV check.
- *Subject to Criminal Background check.

Hours Per Week: Must be available two (2) full days a week, 7:00 am - 3:30 pm.

Job Location: 9990 Riverside Drive, Powell, Ohio

Salary: UNPAID, but will receive a stipend of \$50/week

Desired Major(s): Marine Science, Biology, Biochemistry, Chemistry, Coastal Marine and Wetland Studies, Communication, Interdisciplinary Studies

How to Apply: E-mail resume to Betsy Root at betsy.root@columbuszoo.org.

Company Name: Columbus Zoo and Aquarium

Job Title: Bird Husbandry Intern

Description: Several Interns needed. The goal of this internship is to provide the student with an introduction into the zoo keeping field. General husbandry for penguins and flamingos will be emphasized. Job functions include but are not limited to assisting full-time keepers in the Shores region with preparing animal diets, cleaning and maintaining animal enclosures and exhibits as well as general cleaning, observing animals and reporting any behavioral changes, animal enrichment and performing other duties as assigned.

Requirements:

- Third or fourth year student in Zoology, Biology or related program.
- *3.0 or above accumulative GPA on a 4.0 scale.
- *Pre-employment TB test required.
- *Previous animal caretaking background preferred.
- *Ability to balance multiple assignments successfully.
- *Excellent verbal and written communication skills.
- *Must be neat in appearance and maintain courteous behavior at all times.
- *Ability to work in varied weather conditions (i.e. extreme heat, cold, rain, snow).
- *Ability to work a flexible schedule including weekends, evenings and holidays required.
- *Subject to BMV check.
- *Subject to Criminal Background check.

Hours Per Week: Must be available two (2) full days a week, 7:00 am - 3:30 pm.

Job Location: 9990 Riverside Drive, Powell, Ohio

Salary: UNPAID, but will receive a stipend of \$50/week

Desired Major(s): Marine Science, Biology, Biochemistry, Chemistry, Coastal Marine and Wetland Studies, Communication, Interdisciplinary Studies

How to Apply: E-mail resume to Betsy Root at betsy.root@columbuszoo.org.

Company Name: Columbus Zoo and Aquarium

Job Title: Discovery Reef Aquatic Intern

Description: Several Interns needed. The goal of this internship is to provide the student with an introduction into the aquatic zoo keeping field. General husbandry for fish, invertebrates, corals and cultured food will be emphasized. Job functions include but are not limited to assisting full-time keepers in the Shores region with preparing animal diets, cleaning and maintaining animal enclosures and exhibits, observing animals and reporting any behavioral changes, delivering educational interpretation to the general public at the Touch Pool, daily monitoring of filtration systems, water quality testing, upkeep of shrimp cultures and performing other duties as assigned.

Requirements:

- *Third or fourth year student in Zoology, Marine Biology, Biology or related program.
- *3.0 or above accumulative GPA on a 4.0 scale.
- *Pre-employment TB test required.
- *Interest in corals and aquatic systems preferred.
- *Previous fish keeping and aquarium experience preferred.
- *Ability to balance multiple assignments successfully.
- *Excellent verbal and written communication skills.
- *Must be neat in appearance and maintain courteous behavior at all times.
- *Ability to work in varied weather conditions (i.e. extreme heat, cold, rain, snow).
- *Ability to work a flexible schedule including weekends, evenings and holidays required.
- *Subject to BMV check.
- *Subject to Criminal Background check.

Hours Per Week: Must be available two (2) full days a week, 7:00 am - 3:30 pm.

Job Location: 9990 Riverside Drive, Powell, Ohio

Salary: UNPAID, but will receive a stipend of \$50/week

Desired Major(s): Marine Science, Biology, Biochemistry, Chemistry, Coastal Marine and Wetland Studies, Communication, Interdisciplinary Studies

How to Apply: E-mail resume to Betsy Root at betsy.root@columbuszoo.org.

Company Name: Connected Living Staffing Solutions

Job Title: Human Services Intern

Description: Connected Living Staffing Solutions connects over 20,000 seniors to their families and friends across generations and miles. We are looking for a qualified Intern to join our team and who can provide a plan of care for each client. The Intern will be interacting with seniors driving the social impact and commitment to the idea that a “connected life” transforms the experience of aging.

RESPONSIBILITIES

- *Visit nursing homes and assisted living facilities to teach seniors, community associates and family members how to use the computer, the Internet, and our Network, which is specifically designed for seniors.
- *Facilitate weekly Connected Living Groups discussing general topics about the program and curriculum.
- *Work closely with community associates to assist them in posting content to their community network.
- *Bring a new level of energy and engagement to the community by working with leadership residents to create a community forum.

REQUIREMENTS: Seeking an undergraduate student majoring in Sociology, Nursing or Healthcare. This person should have excellent verbal and communication skills; and be knowledgeable in social media, Powerpoint, Word, and Excel.

Hours Per Week: 10-20

Job Location: Myrtle Beach, SC

Salary: \$10.00/hr.

Desired Major(s): Sociology, Psychology, Health Promotion, Biology, Nursing

How to Apply: E-mail resume to Carlos De Guzman at CDeguzman_temp@teament.com.

Company Name: Conservancy of Southwest Florida

Job Title: Environmental Science and Research Projects Intern

Description: Assist the Environmental Science Team in a variety of research projects such as wetland assessments, water quality monitoring, mangrove research, or sea turtle research. Responsible for additional duties, as assigned, such as data entry, sample processing and equipment maintenance.

QUALIFICATIONS:

- *BS or BA in one of the biological or environmental sciences.
- *Background in field survey techniques or willingness to learn.
- *Willingness to work indoors and outdoors – often in humid conditions.
- *Willingness to work outside of the usual 8:00 am to 5:00 pm business hours when necessary. Working knowledge of MS Access and/or MS Excel preferred.
- *Must possess a valid driver's license and clean driving record.

BENEFITS: An experience that will provide the Conservation Associate with an increased understanding and appreciation of environmental field research.

Hours Per Week: 30-40

Job Location: Environmental Science Field Research Department, 1450 Merrihue Drive, Naples, Florida

Salary: To be Determined

Desired Major(s): Coastal Marine & Wetland Studies, Marine Science, Biology

How to Apply: Go to <http://www.conservancy.org/document.doc?id=431> for application. Complete and return along with a cover letter, resume, two letters of recommendation and unofficial school transcripts to: JoAnn Johansen, Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102, OR e-mail to internships@conservancy.org.

Company Name: Conservancy of Southwest Florida

Job Title: Environmental Policy and Advocacy Intern

Description: Works with Environmental Policy team to research and investigate environmental issues on a local, regional, state, or federal level. Participate in relevant meetings of the county and city governments regarding conservation issues regarding water, land and wildlife. Assist with writing position statements on environmental issues. Plan, develop, and implement reports, conferences, and other activities related to community grassroots outreach on public policy issues. Assist in tracking environmental issues. Assist in daily administrative duties. Develop and implement a special project initiative.

QUALIFICATIONS:

- *Strong commitment to the conservation of biodiversity, environmental quality, and natural resources.
- *BS or BA, preferably in environmental policy or the natural sciences.
- *Excellent written and oral communication skills.
- *Working knowledge of spreadsheets and word processing applications.
- *Strong organizational and leadership abilities.
- *Willing to work variable hours and to travel locally as necessary.
- *Must possess a valid driver's license and clean driving record.
- *Ability to work independently under rapidly changing situations and be flexible.

BENEFITS: A learning experience that will provide the Conservation Associate with skills to prepare for a full-time job in the environmental policy field.

Hours Per Week: 30-40

Job Location: Environmental Policy Department, 1450 Merrihue Drive, Naples, Florida

Salary: To be Determined

Desired Major(s): Coastal Marine & Wetland Studies, Marine Science, Biology

How to Apply: Go to <http://www.conservancy.org/document.doc?id=431> for application. Complete and return along with a cover letter, resume, two letters of recommendation and unofficial school transcripts to: JoAnn Johansen, Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102, OR e-mail to internships@conservancy.org.

Company Name: Conservancy of Southwest Florida

Job Title: Environmental Science – Sea Turtle Research Intern

Description: Monitor beaches on Keewaydin Island and the City of Naples between Doctor's Pass and Gordon Pass for sea turtle nesting activity. Cage nests and tag nesting turtles on the southern four miles of Keewaydin Island. Patrol on an ATV to look for nesting sea turtles (nights and/or days); cage nests to prevent depredation by raccoons; tag nesting females

and accurately record data on carapace dimensions and nest locations; monitor nest-hatching success by excavating nests and counting hatched and un-hatched eggs; safely operate ATV and a motorboat; maintain the ATVs, a generator, and a motorboat by changing the oil on a regularly scheduled basis, fix flat tires, make sure gasoline is on the island to fuel the generator and ATVs, and prepare the equipment for the next evening after each night's field work is completed; keep the field station clean during the course of the summer; enter research information in computer system's database. Relate to the public in a cheerful, positive manner when asked questions about sea turtles while patrolling the beaches.

QUALIFICATIONS:

- *Minimum of a college senior in one of the biological or environmental sciences, with BS or BA preferred.
- *Interest in field biology and willingness to work under adverse field conditions at night.
- *Working knowledge of the care and operation of ATVs, motorboats, and small engines an asset.
- *Must possess a valid driver's license and clean driving record.

BENEFITS: An experience that will provide the Conservation Associate with an increased understanding and appreciation of Environmental Field Research.

Hours Per Week: 30-40

Job Location: Environmental Policy Department, 1450 Merrihue Drive, Naples, Florida

Salary: To be Determined

Desired Major(s): Coastal Marine & Wetland Studies, Marine Science, Biology

How to Apply: Go to <http://www.conservancy.org/document.doc?id=431> for application. Complete and return along with a cover letter, resume, two letters of recommendation and unofficial school transcripts to: JoAnn Johansen, Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102, OR e-mail to internships@conservancy.org.

Company Name: Conservancy of Southwest Florida

Job Title: Events and Development Intern

Description: The Conservancy of Southwest Florida is proud to announce the availability of an exciting internship in the Events & Development Department. This position should be someone energetic, proficient, organized and possess excellent verbal and written communication skills and a passion for the mission of the Conservancy in protecting "Our Water, Land, Wildlife, Future." The ideal candidate for this position is able to work in a team environment as well as independently. He/she will support the Event Manager and Development Department with projects, administrative tasks, data entry, scheduling, event organization and execution. The Events and Development Intern will have the opportunity to aid in the planning of upcoming events and a hand-on, event day experience as well.

Responsibilities

- *Assist in the planning and execution of events.
- *Attend meetings – record and distribute the meeting minutes.
- *Support the Event Manager & Development Team in ongoing projects.
- *Assist with all general office procedures including but not limited to auction data entry, RSVP's, outgoing calls, emails, filing.
- *Work with event chairs, committees and volunteers.
- *Create presentations and present to groups on programs and activities of the Conservancy.
- *Be involved in planning and implementing cultivation events for donors.
- *Help create fund raising appeals.
- *Learn how to use customer relationship software to interact with donors and prospects.
- *Other assigned duties.

Qualifications

- *Must be currently enrolled and attending an accredited college or university with a declared major in hospitality, events, marketing, development, or related experience.
- *Interest in the mission of the Conservancy of Southwest Florida; preferred, but not required.
- *Ability to prioritize and handle a variety of assignments simultaneously.
- *Strong organizational skills and attention to detail.
- *Excellent verbal and written communication skills.
- *Advanced knowledge of Microsoft Office, internet & the ability to learn new computer programs quickly.
- *Ability to work both independently and as part of a team.
- *Must pass background check and drug test.

Internship Guidelines

Academic Prerequisites:

- *Must have at least a junior standing.
- *Must have a declared major in hospitality, events, marketing, development or related field.
- *Internship Credit.
- *Minimum of 24 hours a week – Full-time schedule available (per class requirements).
- *Flexible schedule to work some evening hours for events during peak season.
- *Duration – Fall Intern: August – December & Spring Intern: January – June.

Benefits: In addition to gaining experience in the Events, Development and Marketing industries, Conservancy Conservation Associates receive a weekly stipend of \$150, accident insurance and to option of onsite housing including laundry facilities.

Hours Per Week: 30-40

Job Location: 1450 Merrihue Drive, Naples, Florida

Salary: Class Credit

Desired Major(s): All

How to Apply: Go to <http://www.conservancy.org/document.doc?id=431> for application. Complete and return along with a cover letter, resume, two letters of recommendation and unofficial school transcripts to: JoAnn Johansen, Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102, OR e-mail to internships@conservancy.org.

Company Name: Conservancy of Southwest Florida

Job Title: Wildlife Rehabilitation Center Intern

Description: Assist in care and treatment of injured, sick and orphaned Florida wildlife together with cleaning and maintenance of their facilities. Position includes a wide range of rehabilitation activities, including animal rescue, emergency first aid, daily feedings, cage cleaning, animal handling, pre-release training, public relations, and special projects. Uniform required.

QUALIFICATIONS:

- *Applicant must be at least a senior in college, with skills and/or experience with wildlife.
- *Preference will be given to those with prior rehabilitation experience.
- *Must possess a valid driver's license and clean driving record.

BENEFITS:

Upon completion of the CA Program in Wildlife Rehab, a Conservation Associate leaves with a varied experience that can include animal care, basic medical techniques, education program development, public speaking skills, interpersonal skills, and knowledge of birds, mammals, and reptiles.

Hours Per Week: 30-40

Job Location: 1450 Merrihue Drive, Naples, Florida

Salary: To be Determined

Desired Major(s): Coastal Marine & Wetland Studies, Marine Science, Biology

How to Apply: Go to <http://www.conservancy.org/document.doc?id=431> for application. Complete and return along with a cover letter, resume, two letters of recommendation and unofficial school transcripts to: JoAnn Johansen, Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102, OR e-mail to internships@conservancy.org.

Company Name: Conservancy of Southwest Florida

Job Title: Environmental Education: Conservancy Nature Center, Dalton Discovery Center and Youth Programs Intern

Description: Care for live exhibits that house over 125 species of local wildlife including marine and freshwater aquaria, reptiles, amphibians and small mammals. Work with protected wildlife such as a loggerhead sea turtle, American alligators and assist the Environmental Education team with animal collection at various coastal locations. Teach ecological programs for audiences of all ages, and students in kindergarten through eighth grade. Provide interpretive tours, assist with lecture series, school programs, special events and field programs.

QUALIFICATIONS:

- *Applicant must be at least a senior in college or possess a BS or BA in science and/or education.
- *Environmental science/ecology, education or comparable background with a strong interest to work in a nature center and with diverse audiences of all ages.

- *Some teaching experience is preferable but not required.
- *Good communication and public speaking skills.
- *Ability to lift 50 pounds and work outdoors in hot, humid and sometimes buggy conditions. Must possess a valid driver's license and clean driving record.

BENEFITS: The Conservation Associate will gain experience in several fields such as education, interpretation, husbandry and maintenance of a nature center. The Conservation Associate will gain extensive knowledge of southwest Florida's unique ecosystems and assist the staff in bringing environmental awareness to thousands of students and visitors.

Hours Per Week: 30-40

Job Location: 1450 Merrihue Drive, Naples, Florida

Salary: See Description. **GPA:** 3.0

Desired Major(s): Biology, Communication, Coastal Marine & Wetland Studies, Education, Marine Science

How to Apply: Go to <http://www.conservancy.org/document.doc?id=431> for application. Complete and return along with a cover letter, resume, two letters of recommendation and unofficial school transcripts to: JoAnn Johansen, Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102, OR e-mail to internships@conservancy.org.

Company Name: Conway Chamber of Commerce

Job Title: Public Relations/Event Planning Intern

Description: Several Interns needed. Duties: Assist with the planning of Riverfest (including organizing and recruiting vendors, signage, etc.); answer phones; greet public; help with various mailings; and other duties as necessary.

Hours Per Week: 10-20, flexible schedule

Job Location: 203 Main Street, Conway, SC

Salary: UNPAID

Desired Major(s): Communication, Marketing

How to Apply: E-mail resume to Tina Gerrald at tgerrald@conwayscchamber.com.

Company Name: Coordinacion Zonal 6 Ministerio de Relaciones Exteriores, Comercio e Integracion

Job Title: Spanish Customer Service Intern

Description: The Intern will perform different tasks both in the Passport office and in the Visa office. Duties include process passport requests; screen information; and issue passports informing foreigners about requirements for immigrant and non-immigrant visas; translate documents into English, and act as an interpreter with English speakers. Students majoring in business can also work for the Office of Foreign Commerce that is part of the University of Cuenca Ecuador. Minimum GPA of 3.0 is required.

The Intern will need the following documents in order to participate in the internship program: 1) Resume; 2) Scanned copy of their passports; 3) Attached internship application form; 4) Letter or certificate that indicates that the applicant is currently enrolled at CCU; and 5) A copy of transcripts.

Hours Per Week: 10-20, Monday-Thursday or Friday

Job Location: Passport and Visa Offices, Ecuador

Salary: UNPAID

Desired Major(s): Communication, Spanish, Business Administration

How to Apply: E-mail resume to Ana Loja at ana.loja@ucuenca.edu.ec

Company Name: CREATE Conway

Job Title: Marketing Assistant Intern

Description: Create!Conway is a new 501c (3) non-profit organization. Duties/Responsibilities: Update the CREATE Conway website and blog; use social media to raise the awareness of CREATE Conway; and responsible for creating printed materials for events, exhibits and membership campaigns. The Intern should have excellent writing skills and be familiar with Wordpress, Microsoft Publisher, and Photo Shop.

Hours Per Week: 10-20, flexible schedule

Job Location: 209 Laurel Street, Conway, SC

Salary: UNPAID

Desired Major(s): Marketing, Graphic Design, Communication

How to Apply: E-mail resume to Barbara Streeter at createconway@gmail.com.

Company Name: CREATE Conway

Job Title: Recruitment/Membership Intern

Description: Create!Conway is a new 501c (3) non-profit organization. Projects are mainly associated with the arts community and require engagement with social, cultural, and government officials. Intern duties may include: monitor and assist with downtown development projects, develop programs to enhance membership, conduct membership drives, recruit new members, maintain membership database, grant writing, and make recommendations to the Board of Directors. This internship requires excellent interpersonal skills; basic computer skills; and prefer someone who is familiar with Conway and/or its art and business community. An office with computer, phone and fax will be available to carry out responsibilities.

This is an UNPAID internship (possible stipend available upon discretion of the Board).

Hours Per Week: 10-20 hours

Job Location: 209 Laurel Street, Conway, SC

Salary: See Description. **Duration:** 6-12 months

Desired Major(s): Marketing, Management, Business Administration, Political Science, Communication

How to Apply: Please contact Barbara Streeter at 843-540-9232, or send a brief letter of interest to createconway@gmail.com.

Company Name: Croissants Bistro and Bakery

Job Title: Events/Public Relations Intern

Description: Duties: Assist in planning and coordination of both restaurant events and Coastal Uncorked, a non-profit annual event; build social media for the events, and set-up and break-down of all events.

Hours Per Week: 10-20, Monday, Wednesday, and Saturday

Job Location: 3751 Robert M. Grissom Parkway, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Communication, Marketing

How to Apply: E-mail resume to Catherine Seanor at info@croissants.net.

Company Name: Current Transitions

Job Title: Special Needs Instructional Intern

Description: Our mission is to expand opportunities and enhance the quality of life for individuals, who have cognitive disorders and intellectual disabilities. Current Transitions is a non-profit program, which provides training and coaching in critical life skills within a safe and friendly environment. At Current Transitions, we are committed to providing quality, affordable classes for persons with developmental disabilities in Horry County. Through a diverse and well-rounded schedule of activities, helping individuals develop important life skills, focusing on moving towards an independent lifestyle.

DUTIES: The Intern will assist with daily program; plan and prepare worksheets; assist student; general cleaning of center; enforcing rules; assist with bus loading; attend meetings such as Board meetings of Directors; and any other assignments given by the Director.

Hours Per Week: 10-20

Job Location: 289-H Hwy. 90, Little River, SC

Salary: UNPAID

Desired Major(s): Education, Sociology, Psychology, Interdisciplinary Studies, English, Philosophy, History

How to Apply: E-mail resume to Linda Trost at ldtrost@mac.com.

Company Name: Curves

Job Title: Health, Communication and Marketing Intern

Description: Duties: Guest production and sales: retention of current members; marketing with corporations to get new members; sales; contacting former members (mailings, phone, e-mail); and health/nutrition classes monthly.

Hours Per Week: 10-20, flexible schedule

Job Location: Carolina Forest, Conway, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Marketing, Communication, Health Promotion

How to Apply: E-mail resume to Diane Bauer at pbauer@sc.rr.com.

Company Name: Discovery Place, Inc.

Job Title: Marine Science Live Care Intern

Description: Duties: Intern will be properly trained and expected to help with the general maintenance of the aquarium, both freshwater and saltwater exhibits; Intern will assist aquarium staff with tasks such as diet preparation, feeding animals, cleaning tanks, and monitoring water conditions; Intern will be expected to help with the basic care and maintenance of the Rainforest and its inhabitants and all other animals; other duties may include performing routine water changes, maintenance of back-up areas, record keeping, and data entry; the handling of animals such as snakes and iguanas is expected with proper training. **Requirements:** Prior marine science knowledge is helpful, but not required; and must be eager to learn, reliable and motivated; must be willing to learn to handle, touch and clean up after animals; must be prepared to get wet and dirty.

CONFIDENTIALITY STATEMENT: Interns of Discovery Place, Inc. are required to keep confidential any information he/she may be exposed to during their association with the company. Confidential information is any and all information created by, disclosed to or known to people outside the company about its business, finances, operation, employees or customers. Discovery Place owns all confidential information. Confidential information should be disclosed only to staff who have a business need for the information and should only be used to benefit the company. Due to the close proximity in which staff work, any information overheard or seen in the course of conducting business should be considered confidential and not revealed to any other person.

Hours Per Week: 10-20

Job Location: 301 North Tryon Street, Charlotte, North Carolina

Salary: UNPAID

Desired Major(s): Marine Science and Biology, but ALL majors welcome to apply.

How to Apply: E-mail resume to Mary Bures at maryb@discoveryplace.org.

Company Name: Disney College Program

Job Title: Disney College Program Intern

Description: As part of the Disney College Program, participants can take part in the internship of a lifetime - A paid internship opportunity that will stand out on your resume; a chance to work with world-renowned leadership and gain useful, transferable skills; a custom-designed learning curriculum that offers opportunity to gain college credit; and an opportunity to meet people from around the world, make lifelong friends, and have fun. While working in front line roles at our Theme Parks and Resorts, Intern will network with leaders, learn transferable skills, gain real-world experience, and be a part of a team of Cast Members from hundreds of job disciplines. Intern will also custom design a learning curriculum that best suits their needs and interests, complete education courses and specialized learning activities, and can possibly earn college credit while doing so.

LEARNING: This is more than an opportunity! We offer a unique, optional education program that allows Intern to custom design their own curriculum, take classes and possibly earn college credit.

EARNING: Each role offered through the Disney College Program provides a diverse learning and earning opportunity. While working in their role, the Intern will learn transferable skills invaluable to their future and gain experience with one of the most admired companies in the world. Some of the operating areas in which roles are available include Attractions, Culinary, Full-Service Food & Beverage, Quick-Service Food & Beverage, Merchandise, Recreation, Custodial, Hospitality, Housekeeping, Transportation and Entertainment; Specialized skills that may be acquired or enhanced, based on the particular role that the Intern fills, include sales techniques, merchandise-display techniques, cash handling, advanced food preparation, queuing theory application and public speaking; Intern may be working indoors or outdoors, depending on their role at the Walt Disney World Resort. Depending on the role they are selected for, Intern will receive a rate of \$7.21-\$8.56 per hour; Intern must have full work availability, which includes working days, nights, weekends,

and holidays. Intern must also be flexible to work any time of day, including early morning or after midnight, and may be scheduled to work overtime. Intern enrolled in Disney Education Courses or distance learning will be scheduled between 30-45 hours per week during non-peak periods. During peak periods, Intern may be scheduled for more than 45 hours per week. Note: Disney Education courses are not in session during peak periods. Intern not enrolled in any learning component will be scheduled 30-50 hours per week, during non-peak periods. During certain arrival periods (generally January, May and August) and during peak periods they may be scheduled more than 50 hours per week. The Disney Look is our set of appearance guidelines. Intern must meet these guidelines by the time they arrive and are expected to meet them throughout their program.

LIVING: As a resident in our housing complex, you'll have the chance to meet other interns and feel a sense of home in a comfortable community. You'll make new friends and memories that will last a lifetime! One to four-bedroom apartments are available, with two participants in each bedroom; Housing rates range from \$80-\$105 per week (depending on apartment size) and are automatically deducted from your paycheck. There is also a one-time Program Assessment and Activities Fee of \$100 due upon your acceptance of a role in the Disney College Program. Each complex is gated with 24-hour security, and apartments are fully furnished. Utilities are included. If you are under 21 upon arrival, you will be placed in a Wellness apartment (where no alcohol is permitted at any time). If you are age 21 or older, you will be placed in a Non-Wellness apartment, unless you would like to request a Wellness apartment (subject to availability). All apartments are non-smoking. We encourage Intern to bring a vehicle; however, bus transportation is provided to and from work and to local places such as the bank, grocery store and mall. Guests are welcome to visit the apartment complex until 1 am, and overnight guests are not permitted.

BENEFITS: Admission to the four Walt Disney World Resort Theme Parks. You will also receive a Main Entrance Pass that allows you to admit yourself and up to three friends or family members into our theme parks six times during your program. Discounts on selected merchandise, food and beverage and resort accommodations at participating locations throughout the Walt Disney World Resort and in the local community. Access to Mickey's Retreat (our Cast Member recreation site), involvement in our Diversity Resource Groups and special Cast Member events and activities such as behind-the-scenes tours, sports leagues, volunteer activities and sneak previews of attractions. You will have the opportunity to attend events and activities exclusive to participants living in our housing complexes including pool parties, trips to the beach, movie nights and more.

Hours Per Week: SEE DESCRIPTION.

Job Location: Walt Disney World Resort, near Orlando, Florida

Salary: SEE DESCRIPTION.

Desired Major(s): All

How to Apply: Apply online at www.disneycollegeprogram.com.

Company Name: Dolphin Quest

Job Title: Marine Conservation Education Intern

Description: Several Interns needed to participate in the Internship Program at Dolphin Quest site in Bermuda. The Intern will be given the opportunity to perform a wide variety of duties, which relate to marine and environmental education at an informal marine mammal facility. The intern will join the education team in supporting our mission, and will contribute to fun, innovative teaching styles with all ages. The internship begins with an orientation program, which is inclusive of all departments at Dolphin Quest, to provide the intern a comprehensive understanding of our company, our mission, our program and our expectations of them. The Marine Conservation Education Internship has four focuses that encompasses our goals for the interns.

GOALS: The goals for the internship were developed to match the mission, vision and values of our company. It is our belief that these goals will be transferable to any marine facility or conservation organization that the intern chooses for his/her future. To that end, the goals for the Marine Conservation interns include: 1) Learn to provide unique and innovative experiences for our guests; 2) Develop skills to interact with guests and promote marine stewardship; 3) Cultivate a work environment of trust and respect for every individual; 4) Learn the importance of character and integrity in a professional environment; 5) Learn to communicate openly and honestly; 6) Develop creativity; 7) Provide an opportunity for personal and professional growth; 8) Have lots of fun and enjoyment; 9) Experience and learn about animal health and well being; 10) Become global stewards; 11) Develop a strong sense of professionalism; and 12) Learn to deliver sensational service.

AREAS OF FOCUS: Intern will develop interpretive skills that will help them connect with guests and provide information using an approach that makes the information relevant to the guest. Basic information will be provided during orientation. From there the intern will assist with Quest Engagement, which provides the opportunity to have one-on-one conversations with visitors regarding dolphins, other marine animals, the marine environment, and conservation. In addition, intern will learn to deliver informal presentations to the guests visiting our site. Intern will also have the opportunity to assist in teaching various children's programs. These programs are based on fun, educational activities that include information about marine life and conservation. Each new step is critiqued and signed off by his/her mentor or Crew Member before progressing to the next level. The timing of the progression will be based on the individual's competencies and skills, but could follow as such: Learn interpretation skills; practice interpretation skills; shadow Quest Engagement; practice Quest Engagement; demonstrate skills necessary to deliver informal presentations; shadow and learn educational programs; assist in delivering all aspects of educational programs; and learn the process of evaluating programs.

CONSERVATION AND GLOBAL STEWARDSHIP: The Intern will work with the crew at Dolphin Quest to promote marine conservation and global stewardship. This focus will include learning about and being able to help build a public awareness of: 1) Dolphin Quest's commitment to global stewardship; 2) Research supported by Dolphin Quest; 3) On site commitment and conservation practices; and 4) Personal actions our guest can take to help protect and preserve marine life and marine environments.

SENSATIONAL GUEST SERVICE: During orientation, the Intern participates in a Sensational Guest Service Workshop. This two-hour class teaches the basics of providing exceptional guest service in both customers and to the crew as well. This workshop includes a discussion on what is meant by sensational guest service, why sensational guest service is important, techniques of delivering sensational guest service, and an in depth explanation of our 15 "Sensation Guest Service Standards."

PROFESSIONALISM AND TEAMWORK: Throughout the internship program, the Intern is held accountable for skills such as open and honest communication, working as a team, developing not only trust and respect of others, but other's trust and respect for the Intern as well, the importance of character and integrity and finally, a strong sense of professionalism and proper behavior in a work environment. The goal is to help the Intern succeed professionally in any chosen field.

ADDITIONAL LEARNING OPPORTUNITIES: The Intern will spend about 60% of their time working on the education team, and about 40% of their time assisting and learning about other departments. In addition, the Intern will take part in a number of presentations, which may be offered by educators and/or trainers or staff. Topics covered may include up-to-date conservation efforts, marine mammal law, and current research and training.

QUALIFICATIONS: If you do not meet the following requirements, your application cannot be considered: 1) At least 18 years of age; 2) A current college sophomore, junior, senior or above. Applicants who graduated or who have been out of college for more than a year are not eligible; 3) College course work relevant to the internship (e.g. Biology, Marine Science, Education, Environmental Education) is required; 4) Able to read, write, and speak fluently in English; 5) Experience speaking in front of groups; 6) Have strong swimming skills; 7) Physical ability to perform the duties of the internship which includes working outdoors in all-weather elements and ability to lift 50 pounds; 8) Must be financially responsible for food, lodging and transportation; and 9) Must be able to commit to the entire internship program.

Hours Per Week: 40, Monday-Friday, 8:30 am-4:30 pm

Job Location: Dolphin Quest Bermuda

Salary: UNPAID

Desired Major(s): Education, Biology, Marine Science, Coastal Marine and Wetland Studies

How to Apply: E-mail the completed application packet to Debra Clark at dclark@dolphinquest.com. Applications that are incomplete will not be considered. The application packet includes: 1) A one page cover letter (12 point font, 1 inch margin) briefly describing your past experience as it relates to the internship; 2) A resume describing your academic background and work experience. This must include contact information for three (3) personal/professional references; 3) A transcript of your college/university work including, if applicable, courses in progress; and 4) Three (3) letters or recommendation from the individuals listed in your resume. Letters may be included in your packet or e-mailed to Debra Clark at dclark@dolphinquest.com. NOTE: The letters must arrive prior to the deadline.

Company Name: Earth Resources Technology

Job Title: Hydrographic Assistant Intern

Description: The first year of this position will be an intern position with many learning opportunities and on the job training and the work will consist of a wide range of low to mid level duties. After the first intern year, there will be more independence, flexibility, and sophisticated work.

NOAA Navigation Response Branch operates six (6) navigation response teams (NRT's) regionally based around the country. NRT's generally consist of a three person team comprised of a team lead and two technicians. Teams provide hydrographic survey services to NOAA's maritime constituents, and they conduct Electronic Navigational Chart (ENC) verification and emergency hydrographic response surveys following natural or other disasters which threaten the Nation's maritime transportation system. NRT's operate aboard 28 foot Sea-Ark Commander survey vessels outfitted with side scan sonar and multibeam echosounders.

The Hydrographic Assistant Intern will be directly involved with both data acquisition and processing, learning the fundamental principles of modern hydrographic survey technology. Data acquisition ranges from side scan sonar surveys to acquiring data points on differential geographic positioning system equipment. Once the data are collected it must be checked for quality control and formatted for use in NOAA chart compilation and updates. The hydrographic assistant will be involved in all phases of planning and operations from project start to finish and will be exposed to a variety of chart product customers. The hydrographic assistant will become proficient in launch operations and the upkeep and maintenance of the survey launch.

Work will be performed at various locations between the Texas coast and the west coast of Florida, with the potential to work in other areas of the country. There will be approximately one station change every 6 months. Will be required to perform sea duty (daily operations within 20nm of land on board NRB vessels), and may be required to sail aboard a NOAA hydrographic ship for a period not to exceed 30 days per year.

The following skills are required:

- Ability to relocate on short notice and remain on travel indefinitely.
- Physically able to work aboard a small vessel that is underway in the ocean and perform manual tasks as necessary to keep the NRT operational.
- Excellent computer skills.

US Citizenship or Permanent Residency required.

Any/all of the following are considered desired but not defined as required:

- Experience in operating/maintaining small boats.
- Familiarity with GIS (ArcView/Mapinfo), AutoCad
- Familiarity with survey acquisition and processing software (Hypack, Caris HIPS/SIPS).
- Familiarity with NOAA nautical products (NOAA Charts/ENC's, US Coast Pilot)
- Experience in hydrographic survey and hydrographic survey collection hardware (Side Scan Sonar, Multibeam Sonar, Dual-Frequency Single Beam Sonar, GPS, CTD sensors, Sound Velocity Sensors).

Education: B.S. in Engineering/Mathematics, geography, physical science, related discipline, or equivalent.

Hours Per Week: 40

Job Location: Gulf Coast Region

Salary: To be Determined

Desired Major(s): Marine Science, Coastal Marine and Wetland Studies, Applied Mathematics/Pre-Engineering

How to Apply: Submit resume to ERT's Career Opportunities Web Page at: <http://tbe.taleo.net/NA8/ats/careers/searchResults.jsp?org=ERT&cws=1>.

Company Name: ECCAHT (The Eastern Carolinas Coalition Against Human Trafficking)

Job Title: Event Planning Intern

Description: ECCAHT (The Eastern Carolina Coalition Against Human Trafficking) is a not-for-profit advocacy organization working to eradicate human trafficking, especially within the Grand Strand area. As the founder and organizer of a network of community organizations, including government, law enforcement, media, social service, civic, and faith based, as well as businesses and other interested parties, ECCAHT assists in the coordination of resources to provide outreach to the community through public awareness and education, necessary services/goods to victims of human trafficking, and advocacy for stronger state legislation. Several Interns needed. Intern will be responsible for assistance with ECCAHT's media, legislative, fundraising, volunteer, and/or education events. Working with the President and the Marketing and Communication Chair(s), the Event Planning Intern coordinates planning for a variety of ECCAHT sponsored events and activities; volunteer recruitment and training programs; fundraising event(s); and professional and community education events. This will include, but not be limited to, research and reservation of locations, vendors, and funders; temporal, logistic, and equipment coordination; coordination of all human, economic, and social resources; publicity; and assistance and facilitation at the event. **Duties and Responsibilities:** Serve as a liaison between the organization and other stakeholders in arranging and coordinating resources and events; support the development and maintenance of the organization's activities; maintain program electronic files, directories, databases, and other electronic information systems; perform other duties as assigned. **Requirements:** Possession of a high school diploma awarded through a public or private institution within the United States or US holdings, territories, or diplomacies – including a general education equivalency diploma (GED); successful completion of at least two (2) years of post secondary school education in an accredited baccalaureate institution; experience coordinating meetings and events; experience planning corporate, profit, not for profit, governmental, municipal, service, fundraising, and/or private events; experience writing public service announcements (PSA's), editorials and letters to the editor, and news and feature stories; ability to communicate, verbally and in writing, clearly and accurately with a range of audiences; superior organization and time management skills; proficiency in MS Office applications, including advanced word processing and e-mail skills; proficiency in Windows applications, including meeting space and calendar; and proficiency in a variety of electronic networking sites including MyrtleBeachOnline; Facebook; etc. **Skills, Knowledge and Abilities:** High comfort level working with people in leadership positions; ability to develop and strengthen relationships both internally and externally; ability to work independently and as a Member of a team; ability to think strategically and creatively; ability to work under pressure and to manage multiple tasks with competing deadlines in a self directed, prioritized, and calm manner; flexibility in meeting changing needs and priorities as they occur; and knowledge and experience using computers and related software. Equipment used to perform the job, which may be representative but not all inclusive: Personal computer, job related software, printer, and email access; standard office equipment including use of telephone; and physical abilities commonly associated with the performance of the functions of this job.

Hours Per Week: 10-20, flexible schedule

Job Location: Grand Strand Area, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Stephanie Freeman at freeman@coastal.edu. Please include job title and Summer 2012 in subject line.

Company Name: Ecolab

Job Title: Territory Sales Intern

Description: Interns needed. This internship is an excellent way to explore the world of opportunities available at Ecolab, the \$6+ billion dollar leader in the cleaning and sanitizing industry. As an Intern, you will be assisting with developing a territory of customers including hotels, restaurants, hospitals, and schools. Interns are given hands on experience to help develop their sales and prospecting skills as well as your problem solving and mechanical aptitude.

As an Ecolab Intern, you will develop your skills from the following:

*Work alongside a successful Territory Manager to learn customers' operations, understand their cleaning challenges, and devise solutions to meet their needs.

*Gain exposure to the entire hospitality industry including hotel, restaurants, hospitals, schools, and dining facilities. You will also work with a wide customer base including large corporate chains as well as independent, single-unit organizations.

*Learn how to successfully prospect to find new leads, set-up new accounts, and generate new business for the territory.

*Receive training on how to provide excellent customer service by troubleshooting Ecolab dish machines, laundry equipment and dispensing systems.

*Work closely with the District Sales Manager to perfect your sales, presentation, and professional skills.

*Work for 10 weeks as part of an intern class to share feedback, resources, and experiences.

Compensation: This intern program is a paid opportunity that starts with a two-day kick-off event at Ecolab world headquarters in St. Paul, Minnesota. The entire national intern class attends, and here you will learn our company's team culture defined by spirit, pride, determination, commitment, passion, and integrity, strategies to "retain, grow, and gain," our customer base, and your expectations for the next 10 weeks. The kick-off event is followed by 10 weeks of hands on experience in your field location.

Requirements: Currently enrolled as a Junior or Senior undergraduate student; experience within the food service and/or hospitality industry is preferred; well developed interpersonal and customer relations skills; organizational skills; strong mechanical aptitude; ability to lift and/or carry 50 pounds; and acceptable motor vehicle record.

Job Location: Nationwide

Hours Per Week: 40, Monday-Friday, 8 am - 5 pm

Salary: \$14.00/hr. (See Description)

Desired Major(s): Business Administration, Resort Tourism Management, Communication

How to Apply: You are required to post your resume on-line at the following URL prior to your on-campus interview. Please follow the instructions below to ensure proper submission: 1.Go to <http://www.ecolab.com/Careers/CampusRecruiting/>; 2.Select "Review our areas of opportunity and Apply On-Line." 3.Click "Search Openings;" 4.To apply for the Territory Sales Internship role, go to Step 5.; 5.To apply for the Territory Sales Internship Role, 5a. Select "Sales and Service" as the functional area; 5b. Select "Undergraduate Intern" as the type of position; 6.Click "Apply to Job." 7. If you already have an existing account, log in using your username and password; if you are a new user, click "Click Here to Create a Login." Enter your e-mail address as your username and create a password. Click "Continue" when you are finished; 8.Upload your resume by either clicking "browse" and attaching the file, or by copying and pasting it into the appropriate text box. When you are finished, click "Continue" to proceed; 9.When filling in your profile information, notice that there are three tabs ("Contact Info" "Work Experience" and "Education"). Make sure you fill out all three forms accurately and completely before clicking "Continue." 10. Answer the supplementary questions on the following pages; 11.Click "Submit" on the final page when you are finished; 12.You will receive a confirmation that your resume has been received; 13.E-mail Mary.Gazich@ecolab.com to confirm your resume submission. In the subject line, include Coastal Carolina University and your name. Please ensure that the steps above are completed prior to your on-campus interview.

Company Name: Edisto Beach State Park - Environmental Learning Center

Job Title: Turtle Conservation/Environmental Education Intern

Description: Duties: Intern will assist with the sea turtle nesting project in addition to educational programs at the park. Nesting project duties include dawn patrols, egg relocation, nest monitoring activities, night educational beach walks, nest inventories and data collection in a timely and proficient manner. Intern is expected to assist at the Environmental Learning Center with education programs and daily operations of the Center.

Hours Per Week: 10-20, schedule varies

Job Location: 8377 State Cabin Road, Edisto Island, SC

Salary: UNPAID; housing provided

Desired Major(s): Biology, Marine Science, Coastal Marine & Wetland Studies

How to Apply: E-mail resume, cover letter and references to Andrea Grabman at agrabman@scprt.com.

Company Name: Edward F. Hardy Sickle Cell Foundation

Job Title: Operations Assistant Intern

Description: The Intern will be responsible for social media; will assist with events and research; must be a social media guru and Microsoft Office expert; must understand blogging; and must have good writing and interpersonal skills.

Hours Per Week: 10-20, Monday-Thursday from 10 am – 1:30 pm, or Monday-Thursday from 1:30 pm – 4:30 pm

Job Location: 1201 Creel Street, Conway, SC

Salary: Stipend

Desired Major(s): Business Administration, Marketing, Communication, English, Writing

How to Apply: E-mail resume to Kenya Rice at kenya.rice@edhardyfoundation.com.

Company Name: Family Justice Center of Georgetown County

Job Title: Education Curriculum Coordinator Intern

Description: Several Interns needed. Duties: Work with onsite Counselor to create, market, and implement curriculum for eight-week Life Skills course for victims of domestic violence; and implement curriculum for financial planning class into a one-day workshop. Experience with victims of domestic violence a plus!!

Hours Per Week: 10-20, flexible schedule

Job Location: 1530 Highmarket Street, Georgetown, SC

Salary: UNPAID

Desired Major(s): Education, Psychology, Sociology

How to Apply: E-mail resume to Laura Florio at laura@fjcgeorgetown.org.

Company Name: Family Outreach of Horry County

Job Title: Grant Research Intern

Description: Intern will be responsible for locating and researching possible grants for non-profit agencies.

Hours Per Week: 10-20, flexible schedule

Job Location: 1323 Third Avenue, Conway, SC

Salary: UNPAID

Desired Major(s): History, Political Science, English

How to Apply: E-mail resume to Susan Canterbury at fohc@sccoast.net.

Company Name: Family Outreach of Horry County

Job Title: Marketing/Communication Intern

Description: Intern will be responsible for designing and implementing fundraising campaign to raise donations for agency.

Hours Per Week: 10-20, flexible schedule

Job Location: 1323 Third Avenue, Conway, SC

Salary: UNPAID

Desired Major(s): Communication, Marketing, Economics

How to Apply: E-mail resume to Susan Canterbury at fohc@sccoast.net.

Company Name: Feed A Family

Job Title: Marketing Intern

Description: Several Interns needed. Duties: Assist with social media platforms such as Twitter, Facebook, and other on-line marketing tools. **Requirements:** Must be computer literate with some HTML and graphic design skill.

Hours Per Week: 10-20, flexible schedule, between 10 am – 4 pm

Job Location: 608 16th Ave. North, Suite F, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Marketing, Graphic Design, Computer Science

How to Apply: E-mail resume to Jason Ellis at JEllis@feedfamilies.com.

Company Name: Festival Promotions

Job Title: Event Planning/Marketing Intern

Description: Duties: Assist in most festivals/events (half marathons, bike rally, etc.) by helping with day of activities, prior planning, event marketing, website design, and social networking (Twitter and Facebook).

Hours Per Week: 10-20, flexible schedule, Monday-Friday, 8 am - 5 pm, some Saturdays

Job Location: 2105 Cromley Circle, Unit C, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Communication, Marketing

How to Apply: E-mail resume to Mike Shank at mike@festivalpromos.com.

Company Name: Fidelis Foundation Myrtle Beach

Job Title: Barn Management Intern

Description: Our mission is to facilitate permanent emotional healing for children in crisis due to trauma, neglect or abuse, through create equine assisted learning. We mentor both equine and personal skills, helping them to develop the ability to make and set goals, and helping them make life-long positive changes. The Fidelis Foundation opened in February 2010 and currently works with six (6) area agencies for children. We provide support and encouragement to these children to help them gain confidence and trust in themselves and others. The Intern will set-up schedule for horses and riders; maintain horses with veterinarian; keep a record of financial statements; and help maintain stalls.

Hours Per Week: 10-20, work schedule varies

Job Location: Double C Ranch Estates, Myrtle Beach, SC (off McCormick Road, between Forestbrook and Burcale Road)

Salary: UNPAID

Desired Major(s): Business Administration, Psychology, Biology

How to Apply: E-mail resume to Sybil Lee at leewardatmyr@gmail.com.

Company Name: Fidelis Foundation Myrtle Beach

Job Title: Marketing/Administrative Assistant Intern

Description: Our mission is to facilitate permanent emotional healing for children in crisis due to trauma, neglect or abuse, through create equine assisted learning. We mentor both equine and personal skills, helping them to develop the ability to make and set goals, and helping them make life-long positive changes. The Fidelis Foundation opened in February 2010 and currently works with six (6) area agencies for children. We provide support and encouragement to these children to help them gain confidence and trust in themselves and others. The Intern will help with fundraising, scheduling youth/volunteers, and programs for riders.

Hours Per Week: 10-20, work schedule varies

Job Location: Double C Ranch Estates, Myrtle Beach, SC (off McCormick Road, between Forestbrook and Burcale Road)

Salary: UNPAID

Desired Major(s): Marketing, Sociology, Business Administration

How to Apply: E-mail resume to Sybil Lee at leewardatmyr@gmail.com.

Company Name: Flint RiverQuarium

Job Title: Aquarist Assistant Intern

Description: Duties and Training: 1) Help to maintain exhibit quality: Includes cleaning exhibits and back areas; 2) Help to maintain the health of the Riverquarium animal population by learning various techniques for water analysis, exhibit cleaning, animal transport, and aquarium maintenance; 3) Learn methods for necropsy using the microscope and other appropriate techniques; 4) Examples of typical duties are gravel washing aquaria, cleaning the inside of aquarium glass, making water changes, and cleaning nets and utensils; 5) Dive maintenance may be included if the Intern possesses a valid SCUBA certification; 6) Assist with cleaning, feeding and maintaining the aviary and birds in the aviary; and 7) Other duties to be discussed and assigned.

Hours Per Week: 20-40

Job Location: 117 Pine Street, Albany, GA

Salary: UNPAID

Desired Major(s): Biology, Chemistry, Biochemistry, Physics, Marine Science, Coastal Marine and Wetland Studies

How to Apply: E-mail resume to Vicki Churchman at vchurchman@flinriverquarium.com.

Company Name: Floyd Law Firm, PC

Job Title: Legal Intern

Description: Several Interns needed for general practice law firm. Duties: Assist in real estate; litigation; probate; corporate; estate planning; and other legal matters.

Hours Per Week: 10-20, flexible schedule

Job Location: 15 Hwy. 17 South, Surfside Beach, SC

Salary: UNPAID

Desired Major(s): Political Science, History

How to Apply: E-mail resume to Bradley Floyd at bafloyd@floydlaw.com.

Company Name: Fostering Hope, Inc.

Job Title: Non-Profit Program Management Intern

Description: The mission of Fostering Hope, Inc. is to provide goods and services to the children residing in foster care at no cost to the foster parent or the Department of Social Services. We provide new and nearly new clothing, toys, hygiene items, shoes, school supplies, and other items to the abused and/or neglected children in a give county area (Horry, Georgetown, Marion, Dillon, and Williamsburg) that are in State custody. We also provide assistance to victims of disaster referred by the American Red Cross, homeless children referred by Horry County Schools, and families who have taken emergency custody of a child referred to us by the Department of Social Services. Over 100 children come to Fostering Hope every month to receive items to make their stay in foster care a bit less traumatic. Often the children are brought to Fostering Hope before they meet their foster families so that they have clothes, shoes, and other personal items when they arrive.

Duties: Fostering Hope will be relocating to a larger facility over the next several months. This move will consist of not only physically moving our current merchandise, but also remodeling the new building to fit our needs. The Intern would be assisting with the entire moving/remodeling project, which will include layout and design of the floor space, as well as the construction, painting, and decorating of the new facility. The Intern will also be involved with the coordination of volunteers, fundraising, and media relations.

Hours Per Week: 10-20, flexible schedule

Job Location: 1001 2nd Avenue, Conway, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Tabby Shelton at fosteringhopeinc@aol.com.

Company Name: Fostering Hope, Inc.

Job Title: Software Designer Intern

Description: The mission of Fostering Hope, Inc. is to provide goods and services to the children residing in foster care at no cost to the foster parent or the Department of Social Services. We provide new and nearly new clothing, toys, hygiene items, shoes, school supplies, and other items to the abused and/or neglected children in a give county area (Horry, Georgetown, Marion, Dillon, and Williamsburg) that are in State custody. We also provide assistance to victims of disaster referred by the American Red Cross, homeless children referred by Horry County Schools, and families who have taken emergency custody of a child referred to us by the Department of Social Services. DUTIES: Over 100 children come

to Fostering Hope every month to receive items to make their stay in foster care a bit less traumatic. Often the children are brought to Fostering Hope before they meet their foster families so that they have clothes, shoes, and other personal items when they arrive. Currently, we keep written account of the items the children receive on forms, but we do not have any type of program that can track the number of items received, events attended, donated items, and other information stored and be able to access this information so we have a better understanding of what needs we should be addressing. The benefits of developing a computer program that would track the number of donated items that we provide to the children would help us to let the community know how their donations are serving the community. It will also assist us in better serving the children by letting us see which items are needed the most, which items we have in least supply, and how many of each item we distribute in a given time period. The program will also help us keep track of when the children were served and how often and what large items are in need by foster parents and fire victims. We will also use the program to run our Christmas Gift Program for the children, Easter Party, camp and special activities, and other projects.

Hours Per Week: 10-20, flexible schedule

Job Location: 1001 2nd Avenue, Conway, SC

Salary: UNPAID

Desired Major(s): Computer Science

How to Apply: E-mail resume to Tabby Shelton at fosteringhopeinc@aol.com.

Company Name: Franklin G. Burroughs-Simeon B. Chapin Art Museum

Job Title: Art Education Intern

Description: This is a great internship opportunity for an Art Education student who is looking for some hands on experience assisting teaching art classes held at the Art Museum and also locations throughout our community. Responsibilities include assisting with lesson plans; preparing for class; making examples of the projects; keeping the studio clean and organized; and being reliable and on time!

Hours Per Week: 10-20, Friday and Saturday, 10 am – 4 pm with some Saturdays flexible if there is not a scheduled class

Job Location: 3100 South Ocean Blvd., Myrtle Beach, SC

Salary: UNPAID

Desired Major(s):

How to Apply: E-mail resume to Arielle Fatuova at afatuova@myrtlebeachartmuseum.org.

Company Name: Georgetown County Parks & Recreation

Job Title: Recreation Program Intern

Description: Duties: Working under supervision of Program/Community Specialist; and assists in day-to-day recreation program development and delivery/facility operation including recreation facilities, field complexes, community parks, etc.

Hours Per Week: 10-20, flexible schedule

Job Location: Various Locations, Georgetown, SC

Salary: UNPAID

Desired Major(s): Recreation and Sports Management

How to Apply: E-mail resume to Paul McCulloch at pmcculloch@georgetowncountysc.org.

Company Name: Georgetown Times

Job Title: Newsroom Intern

Description: Duties: Cover news events and generate story proposals; write briefs and stories and take photographs for newspaper and website; select and edit news content from public agencies and private groups; and with training, could design newspaper/ magazine pages.

Hours Per Week: 10-20, Flexible schedule

Job Location: 615 Front Street, Georgetown, SC

Salary: UNPAID

Desired Major(s): Communication, Journalism, Political Science, History, English

How to Apply: E-mail resume to Bob Piazza at bpiazza@gtowntimes.com.

Company Name: GrandStrandHappening.com

Job Title: Marketing/Creative Assistant Intern

Description: Seeking an Intern for a fast-growing, digital hyper-local lifestyles magazine about Horry County. Duties: Assist Publisher/Editor in creating content (reporting on happening people, events, businesses); marketing the magazine to increase viewership; helping with advertising sales to other businesses; and help with social media. **Requirements:** Self-starter; positive attitude and very friendly personality; open to new ideas with a great understanding of grammar and creative writing skills; ability to network; create relationships both in person and through social media; good working knowledge of Facebook, Twitter, YouTube and Google; any other knowledge of social media very helpful; and must have own car/transportation and be able to attend events and networking functions when time allows in their schedule. Most of the writing/marketing will be out in the field and not in the office.

Hours Per Week: 20, flexible schedule

Job Location: Horry County, SC

Salary: UNPAID - will help with requirements for college credit

Desired Major(s): Communication, Marketing, Business Administration, Journalism, English, Writing

How to Apply: E-mail resume to Sherrie Glensky at sherrie@grandstrandhappening.com.

Company Name: GrandStrandHappening.com

Job Title: Reporter Intern

Description: Several Interns needed. Seeking energetic Reporter Interns to go out into the field and cover events in Horry County not limited to college sports and concerts, festivals, outside concerts and human interest stories. The Intern will be guided into what stories fit with the magazine and will be responsible to develop stories, and taught how to run a successful lifestyles digital magazine. Requirements include great communication and writing skills; knowledge of digital photography and video is a MUST; and graphic arts background is a plus.

Hours Per Week: 20, flexible schedule

Job Location: In the Field

Salary: UNPAID - will help with requirements for college credit

Desired Major(s): Communication, Marketing, Graphic Design, Business Administration, Journalism, English, Writing

How to Apply: E-mail resume to Sherrie Glensky at sherrie@grandstrandhappening.com.

Company Name: Habitat for Humanity of Horry County

Job Title: Accounting/Financial Services Intern

Description: Intern needed to assist Finance Director with Habitat Homeowner mortgages and finance program for our affiliate. Duties: Assist Finance Director in maintaining mortgage statements and mortgage files for Habitat homeowners; draft an identity theft program to be used by Habitat Staff; assist with ReStore daily and monthly financial statements for Operations Committee and ReStore Committee meetings; and develop a continuity book. **Requirements:** Must have knowledge of Microsoft Excel; Accounting or Business Management major preferred; ability to multi-task, organize, communicate clearly and courteously with all types of people; self-motivated with the ability to respond to high standards; professional and responsible work ethic (arriving on time and calling ahead of time if unable to come in as scheduled); ability to collaborate with others; and exhibit positive working attitude by demonstrating respect for fellow volunteers and staff.

Hours Per Week: 10-20, very flexible schedule

Job Location: 165 Co Op Road, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Accounting, Finance, Economics, Management

How to Apply: E-mail resume to Rachele Ybarbo at vista@habitatmb.org.

Company Name: Habitat for Humanity of Horry County

Job Title: Communications and Volunteer Assistant Intern

Description: This position comes with a variety of tasks that fit into the realm of communication/marketing and community outreach. Duties: Submit PSAs on a regular basis; Update all forms of social media weekly with relevant and interesting information; Maintain affiliate's website by updating weekly with affiliate news, volunteer opportunities, construction

schedule, pictures, ReStore sales, and other information as provided by supervisors; Recruit and schedule volunteers for various volunteer opportunities; Develop volunteer training and recognition module; Assist with supervision of volunteers while on the construction site. **Requirements:** Ability to multi-task, organize, communicate clearly and courteously with all types of people; self-motivated with the ability to respond to high standards; professional and responsible work ethic (arriving on time and calling ahead of time if unable to come in as scheduled); ability to collaborate with others; exhibit positive working attitude by demonstrating respect for fellow volunteers and staff; must be computer literate and willing and able to learn new computer programs independently and quickly.

Hours Per Week: 10-20, very flexible schedule; Wednesday, 7:30 am – 2:00 pm and Saturday, 7:30 am – 2:00 pm are required.

Job Location: 165 Co Op Road, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Communication, Marketing, Business Administration

How to Apply: E-mail resume to Rachelle Ybarbo at vista@habitatmb.org.

Company Name: Habitat for Humanity of Horry County

Job Title: Volunteer Coordinator Intern

Description: Intern will assist with recruiting, training, and recognizing volunteers. Responsibilities: Develop training module for individual and group volunteers as well as team leaders; recruit volunteers in all areas of affiliate; schedule volunteers – individuals and groups; solicit lunches for work sites on workdays; develop local collegiate chapter; keep volunteer data and volunteer pages on website current; supervise volunteers on construction site on at least two days per week; meet with appropriate staff for volunteer needs/scheduling; and attend weekly staff meetings. **Requirements:** Excellent computer skills – SAGE database, Microsoft Office, FrontPage, and Expressions; excellent interpersonal skills and clear speaking style; ability to work with diverse members of the community; self-starter; some construction knowledge, at minimum a willingness to learn; and experience leading and/or training in group or individual settings.

Hours Per Week: 10-20, very flexible schedule; Wednesday, 7:30 am – 2:00 pm and Saturday, 7:30 am – 2:00 pm are required.

Job Location: 165 Co Op Road, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Communication, Marketing, Business Administration

How to Apply: E-mail resume to Rachelle Ybarbo at vista@habitatmb.org.

Company Name: Helping Hand of Myrtle Beach

Job Title: Human Services Intern

Description: Helping Hand of Myrtle Beach is a crisis intervention agency that assists those with needs that are not met by other assisting agencies. We help with emergency food from our pantry, gas vouchers, bus tickets, medications, utilities, rent, diapers, hygiene, phone calls, mail, and other services. Intern will have the option of checking in clients at our front desk or filling food orders from our pantry. Training is required and hours are pre-arranged - no walk-ins. Intern would observe several different times until they feel comfortable being on their own.

Hours Per Week: 10-20, flexible schedule, Monday-Friday, 8:30 am – 4:30 pm

Job Location: 1411 Mr. Joe White Ave., Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Tina Shuppy at tmshelpinghand@sc.rr.com.

Company Name: Horry County Museum

Job Title: History/Communication Intern

Description: Duties: Interns needed at The L.W. Paul Living History Farm. The Farm was established with the mission to preserve and protect the materials and objects, relating to the history and culture of the Horry County farm family in the period of 1900-1955 and to teach the history of the Horry County farm family through interpretative displays in a working traditional farm setting. Duties: Cultivate the farm garden, assist with children's programs; maintain the site; and document oral histories about farm life in Horry County.

Hours Per Week: 10-20, flexible schedule, Tuesday-Saturday

Job Location: L.W. Paul Living History Farm, 2279 Harris Shortcut Road, Hwy. 701 North, Conway, SC

Salary: UNPAID

Desired Major(s): Communication, English, Education, History, Marketing, Health Promotion, Management, Biology

How to Apply: E-mail resume to Walter Hill at hillw@horrycounty.org.

Company Name: Horry County Museum

Job Title: Education Intern

Description: Duties: Develop and implement educational programs at the Horry County Museum and Living History farm based on S.C. curriculum standards. Intern will have the opportunity to speak to individuals or groups about the cultural and historical development of Horry County.

Hours Per Week: 10-15, flexible schedule

Job Location: Horry County Museum (438 Main Street, Conway, SC) and L.W. Paul Living History Farm (2279 Harris Shortcut Road, Hwy. 701 North, Conway, SC)

Salary: UNPAID

Desired Major(s): Education, Communication, English, History

How to Apply: E-mail resume to Walter Hill at hillw@horrycounty.org.

Company Name: Horry County Solicitor's Office

Job Title: Legal Intern

Description: Several Interns needed. Under supervision of Attorney or Support Staff Supervisor, performs a variety of complex legal duties in criminal cases. **Duties:** Assists with entry-level paralegal responsibilities including but not limited to: 1) Set up Criminal Files for Court; 2) Offer assistance in Court; 3) Schedule appointments for victims to meet with Prosecutor; 4) Utilizes advanced computer skills to prepare complex correspondence, reports, and forms; 5) Provide status reports and update information to Prosecutor; 6) Works independently with minimal supervision; 7) Assist Prosecutor in Courtroom; 8) Observe trials and pleas in General Sessions, Family Court, and Magistrate Court; and 9) Handles confidential information professionally and consistent with legal and ethical policies.

Hours Per Week: 10-20, flexible schedule

Job Location: 1301 2nd Avenue, Conway, SC

Salary: UNPAID

Desired Major(s): Political Science, History, Philosophy, Communication, Management, Interdisciplinary Studies

How to Apply: E-mail resume to Cathy Floyd at cfloyd@horrycounty.org.

Company Name: Hospice Care of South Carolina

Job Title: Office Administrative Assistant Intern

Description: Several Interns needed. This internship would provide the Intern with medical office experience, and a great opportunity for those interested in becoming involved in the medical field and for Business Administration majors. Duties: Provide assistance to the Office Manager and perform duties as requested by office employees and the Office Manager. Duties include, but are not limited to, assisting the Office Manager with: Professionally administer all incoming calls; ensure phone calls are redirected accordingly; provide callers with information such as hospice program and benefits, company address, directions to the company location, company fax numbers, company website, and other related information; complete Referral Intake Form; greet and direct guests in a professional, friendly, hospitable manner; type memos, correspondence, reports, and other documents; collaborate with PCC to complete meeting agendas, and senior leader scouting reports; take minutes for IDG and/or staff meetings; coordinate the pick-up and delivery of express mail services (FedEx, UPS, etc.); assist with drop-off and pick-up of doctor's orders; responsible for making copies of patient records, setting up, maintaining, and dismantling patient charts; maintain Bereavement Program; responsible for monitoring compliance with recertification dates and notifying the Patient Care Coordinator of impending expiration before actual dates occur; electronically transcribe medication profiles for submission to hospiscript as directed and maintain an updated profile with new physician orders; order office supplies and maintain inventory log sheets.

Hours Per Week: 5-20, flexible schedule

Job Location: 1320-G Hwy. 501 Business, Conway, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Whitney Rogers at volunteer@hospicecare.net.

Company Name: Hospice Care of South Carolina

Job Title: Patient Support Intern

Description: Are you interested in a career in the Medical Field? Need a good resume booster? We are an independently operated hospice program dedicated to the principle of providing comprehensive and compassionate care to individuals living with incurable diseases. One of our primary objectives is to allow our patients the opportunity to remain in their homes or in a homelike setting for as long as they are able. We have contractual agreements with many hospitals, nursing long-term care facilities, adult living facilities and hospice home facilities throughout our service areas when living at home is not possible. Hospice Care of South Carolina was formed in May 1997. We are licensed by the state of South Carolina and certified by Medicare and Medicaid to participate in their respective programs. Since our inception, we have served hundreds of patients and families across South Carolina. We are available to discuss our program, our mission, and our purpose at any time. Hospice Care of South Carolina Volunteers serve in a variety of capacities. Some work directly with patients and families while others prefer assisting with administrative duties or projects. Groups of all ages help with special projects throughout the year. Volunteers serve in many areas, such as: Patient/Family Support Volunteers, Office Help, Meal preparation, Yard Work and Car Wash, Light Housekeeping, Group Projects, and Teen Volunteer Options. Why Volunteer? Opens the door to new experiences; Gives back to the community; makes a difference; puts your compassion into action; looks good on resumes; and provides the Caregiver a break from their duties. **Requirements:** All Volunteers will be required to provide their own transportation and be subject to a background check, drug screen, and 2 step ppd test.

Hours Per Week: 1-15, flexible schedule

Job Location: Conway, Myrtle Beach, North Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Whitney Rogers at volunteer@hospicecare.net.

Company Name: Hospice & Palliative Care Foundation

Job Title: Non-Profit Development Intern

Description: Duties: Assist Development Coordinator with daily tasks including social media management, research for potential grant opportunities, thanking donors, working in a donor management system, assisting in preparation for planned events and fundraising efforts. This is ideal for someone who wants to work in the non-profit sector.

Hours Per Week: 10-20, flexible schedule

Job Location: 4612 Oleander Drive, Suite 102, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Business Administration, Communication, Marketing, Interdisciplinary Studies

How to Apply: E-mail resume to Whitney Rogers at whitneyr@hpcfoundation.org.

Company Name: Houston Astros Baseball Club

Job Title: Houston Astros Spring 2014 Internship Program

Description: ABOUT PROGRAM: This internship is designed to challenge and reward a select number of college students from across the country with an opportunity to work with a nationally recognized professional staff in a prestigious facility. The goal of the program is to provide an educational experience within the offices of Minute Maid Park. The program is intended to provide knowledge, tools, skills and experiences that an Intern can readily apply to future challenges and professional pursuits. In addition to the opportunity to work in various departments with the Astros, the internship program facilitates intern involvement in the community, special events and media coverage. Continued involvement in the development of the program itself is also emphasized. The Houston Astros recruit approximately 22-28 full-time Interns each semester. The program welcomes all eligible applications who have demonstrated academic excellence and an interest in one of the many disciplines available. Students from all backgrounds are encouraged to apply.

THE DEPARTMENT INTERNSHIPS ARE LISTED BELOW.

1) **Baseball Entertainment/Productions Intern:** The Intern will be responsible for recording, tape logging and dubbing highlight clips from Astros games. The selected Intern will also be responsible for supporting both the community development and conference center departments through its various events and player appearances. This includes operating video cameras, editing and other production responsibilities. Other duties include creating graphics such as headshots. The internship is more suited for an individual who possesses experience in computer based programs, such as Avid, Final Cut Pro, After Effects, and Photoshop. The Intern candidate should want to pursue a career in sports production. The Intern candidate must be able to work all games (which may include day, night, weekend and holiday games). This Intern will assume additional roles on an as-needed basis. A Media Production major is recommended for this internship.

2) Community Affairs Intern: The Intern will be strongly involved with the community, responsible for promoting a good charitable name for the organization and on some occasions will serve as the face of the organization when working with fans and charity groups. The selected Intern will be responsible for processing donation requests, responding to and fulfilling approved requests and tracking the team's donations in a timely manner. This Intern will play a significant role in the administration of the team's various complimentary ticket programs including the charity ticket, summer reading, honor roll, and perfect attendance programs. The Intern will be also be responsible for setting up and coordinating the team's kid club – the Coca-Cola Astros Buddies – and will also assist in scheduling and coordinating first pitch opportunities, community events, player appearances, and other activities that may take place during the designated semester. The Intern chosen for this position will assume additional roles on an as-needed basis, including assistance with Astros in Action Foundation activities. Must be proficient in Excel, Word, Access and Outlook and be able to work all games (which may include day, night, weekend and holiday games).

3) Facility Management Intern: The Intern is responsible for an array of tasks which include hands-on engineering duties as well as office and clerical work. The selected Intern will place orders with contractors, meet the contractors on the job site to show the problem, and process all paperwork relating to the problem. This Intern may assist the engineering crew while they fix motors, reassemble gears, check piping and take apart and put together all types of machinery. This Intern should have a firm grasp on engineering techniques and be proficient in Excel. The selected Intern will provide customer service and deal with clients on a daily basis. The Intern will need to handle and satisfy all customer needs within the conference center in a professional manner. The Intern will hook up all audio/visual equipment for the clients (which may include laptops, projectors, mixing boards, etc.) and may be required to run through a tutorial to show the clients how to use each piece of equipment. Another major responsibility of this Intern is being familiar with the set-up for press conferences. Recommended majors include engineering, sports management and A/V, and proficiency in Excel and Word is required. Knowledge of AutoCad is a plus. Game day duties will apply to this internship in the area of Security administration. This Intern will assume additional roles on an as-needed basis.

4) Foundation Development Intern: The Intern will be strongly involved with the Astros in Action Foundation and is responsible for promoting a good charitable name for the Foundation and the Astros organization. The Intern will assist the Foundation with planning and implementing all fundraising events and programs benefiting the Astros in Action Foundation including the Leadoff Luncheon, the Race for Pennant 5K, annual golf tournaments, on-line auctions and the Grand Slam for Youth Baseball Program. The Intern will be responsible for scheduling and coordinating baseball/softball teams during the season for the Grand Slam for Youth Baseball concession stand. The Intern chosen for this position will also help with coordinating first pitch opportunities and special pre-games related to the Foundation. Additionally, the Intern will assist the Astros Community Affairs department on an as needed basis. The Intern must be proficient in Excel, Word and Outlook, and be able to work day, night, weekend and holiday games as needed.

5) Graphics Intern: The Intern will work closely with Marketing and other departments in creating a wide range of print graphics including but not limited to: ballpark signage, promotional items, brochures, posters, flyers, postcards, and invitation. In addition, they will help create print ads and interact with various print publications uploading to their FTP sites and performing other functions on an as-needed basis. Candidates must have an extensive working knowledge of Adobe Indesign, Illustrator and Photoshop on a MAC operating system. The intern MUST be able to handle multiple projects under flexible and extreme deadlines. Strong understanding of the printing process and web design is a plus. ALL applicants MUST include a link or web address to any of the following on their resume: 1) Portfolio website; 2) On-line photo gallery of work; and 3) Multipage PDF. Descriptive captions must be included with each example of work.

6) Groundskeeping Intern: The Intern's main responsibility will be to learn and assist with the maintenance of the field and ballpark grounds ensuring the field is game and camera-ready. This may include stripping the infield, keeping the dirt moist, learning fertilizer calculations, patching infield holes, leveling home plate, trimming trees outside the ballpark, picking up trash, edging the infield, and many other related duties on an as-needed basis. The Intern will also assist with the maintenance of all equipment as well as help set up pre-game activities such as batting practice. The Intern will assume additional roles on an as-needed basis. The Intern should have familiarization with mowers, blowers, and tractors, and must be a hard worker and team player. Please note this Intern will work on the field at all times.

7) Guest Services Intern: The Intern plays an integral role in ballpark operations on game day and helps oversee a staff of approximately 250 ushers, ticket takers, and ballpark supervisors. Candidates should have strong interpersonal and communication skills, demonstrate initiative, and be prepared to work extended hours and weekends. The Intern manages lost and found by maintaining a log and addressing messages/inquiries left by guests. Other responsibilities include responding to fan feedback e-mails on a daily basis, updating personnel files, and generating staffing sheets. The Guest Services Intern will also be in charge of staffing for conference center needs, such as tours, parties, and other events. This position includes regularly networking with a variety of departments within the organization as well as external business partners and will assume additional roles on an as-needed basis. The Intern MUST be proficient in all MS Office programs, including Excel.

8) Human Resources Intern: The Intern will play an integral role in the recruiting efforts of future interns and other part-time staff positions. This Intern will perform administrative and clerical duties which include filing, faxing, processing paperwork, making phone calls, prepping letters, organizing and creating personnel files, and other necessary functions. Other duties include helping create termination and other reports with an emphasis in Excel. The Intern assists in the issuance of stadium credentials/badges year round. Desired major for this Intern is Human Resources, but not required. The Intern must be professional and able to handle a large amount of confidential information. This individual must feel comfortable asking questions, interviewing, and passing along information in a professional and confidential manner. This Intern will assume additional roles on an as-needed basis.

9) Market Development Intern: The Intern's primary goal is the development of niche marketing programs targeted at continuously expanding the ball club's fan base. The department works in such areas as Spanish-language marketing and community programs, special niche and general market sponsored events, team website content development, as well as Spanish television and radio broadcast. Please visit our Spanish website at www.astrosdehouston.com for more information. The Intern will assist in keeping track of all Astros international media efforts, including print publications, radio and TV broadcast spots and the Spanish website, developing programs to increase traffic to the Spanish website, and

servicing as a liaison with sponsors via e-mail and phone, and may sometimes include in-person meetings. This Intern will also assist in editing and publishing articles for the team's Spanish publication, "Cronicas de los Astros" with the supervision of the Spanish radio broadcast. Other responsibilities include translating all game recaps into Spanish in a timely manner for dissemination among the Astros extensive international media database. The Intern is also responsible for keeping an up-to-date clippings file to keep track of the Astros international media coverage. At times, the selected Intern will interview players in Spanish as well as translate press releases into Spanish. Other duties include organizing bilingual baseball clinics and other Spanish community initiatives by coordinating and logistically planning the events with the players. The Intern will assume additional roles on an as-needed basis. MUST BE fluent in both Spanish and English (writing, speaking, and translating), and have extensive copywriting knowledge. Majors for this internship may include Marketing, Sports Management, Spanish, English, Communication, and Writing.

10) Marketing Intern: The Intern will serve as the main point of contact for all scoreboard messages that come in via the website. This particular Intern will help coordinate and research special events which may require contacting outside vendors and/or researching other team's events. This Intern will primarily assist with theme nights, special events, and promotions. A major responsibility of this Intern is to draft the radio promotions for game-day broadcasting as well as reporting a recap of all media exposure for sponsors. This Intern will assist with pre-game activities such as the National Anthem, First Pitch and others, as will also schedule the street team intern's events throughout the city. The Intern will assume additional roles on an as-needed basis. This Intern must act as a professional at all times and be able to work all games (which may include day, night, weekend and holiday games). Must have both excellent written and oral communication skills and be proficient in Excel and Word, and must also be an excellent copywriter as he or she may need to develop copy.

11) Media Relations Intern: The Intern will work exclusively with the media, both for internal and external purposes. The Intern will sort through all newspaper sites, package all pertinent clips, and distribute it throughout the office or to media personnel. This Intern will also run the minor league reports and recap all the games from the previous day. Other duties include running stat packages for media and internal use. This Intern will set up the press box for media personnel prior to the games, as well as pass out media credentials on game days. This Intern must be proficient in Word, Excel, and PageMaker or InDesign and be able to work all games (which may include day, night, weekend and holiday games). Recommended majors include anything in the Communication field, particularly Journalism, Public Relations, and Marketing. This Intern will assume additional roles on an as-needed basis.

12) Risk Management Intern: The Intern will provide basic clerical assistance such as filing, preparing monthly in-house vendor first-lid reporting for billing purposes, data entry, monthly statistical reports and update and maintain in-house medical worker comp payments. This Intern will also aid in researching litigation in preparation for responses to interrogatories, maintaining certificate of insurance system, assisting re-pricing medical bills, various research projects, building walk-through inspections, and worker comp Q & A with TPA regarding research information. The Intern will generate certificate of insurance letters to vendors, contractors, and subcontractors regarding renewal certificates and will assist with Security and Risk Management project with database/incident/statistical reporting.

13) Special Events/Conference Center Intern: This Intern will work with the Special Events/Conference Center department to handle all non-baseball game events and meetings held at Minute Maid Park. Our business is 85% corporate and is wide-reaching to include business meetings, galas, trade shows, batting practice and softball games, holiday parties, corporate events, wedding receptions, and Bar Mitzvahs. The internship requires a responsible self-starter who loves a fast-paced, team-oriented environment. They will be relied on heavily to assist our dynamic department in meeting our day-to-day operational goals. This person must be a strong communicator with above average computer skills. They will be responsible for administrative tasks such as contract generation, filing, answering the phone, disseminating information, and taking detailed messages as well as database upkeep. This Intern will also assist in the sales and event management process. Duties will include selling and coordinating all Engagement and Bridal Photo Shoots at Minute Maid Park, sending our detailed audiovisual requests and internal event sheets on various meetings and events, maintaining department promotional item inventory, assisting with client site visits and assisting in the management of events and meetings held at Minute Maid Park. The Intern will work with many departments within the Astros organization as well as our partners in ARAMARK Facility Services and ARAMARK Catering. They will also deal with our corporate and social clients. Ideal intern candidates will possess maturity and poise to deal with all these entities. This internship may require working additional hours during the week and some weekends.

14) Sponsorship Intern: This Intern will work extensively with the execution and fulfillment of current sponsors' contracts. Pre-game and in-game activation elements require that he or she be available for all home games which include nights, weekends and holidays. Office responsibilities include creating proposals for potential clients, proof of performance reports for current clients, scheduling and tracking deliverables for current clients, and additional duties as necessary. Proficiency in basic MS Office programs is required (Word, Excel and Powerpoint) and a working knowledge of Access is preferred. Professionalism in-person, via e-mail, and via phone is essential for success in this position due to the correspondence that the Intern will have with various clients and professionals outside of the organization. Recommended majors for this internship are Marketing, Business Administration, Communication, and Public Relations.

15) Street Team Intern: This internship will allow the Intern to create, develop, promote and present various game day and other promotional, fan support and marketing events TO THE PUBLIC both inside and out of Minute Maid Park. This Intern will serve as the face of the Astros out in the community and spend a large portion of time out and around the city executing the marketing initiatives. We are looking for an energetic, athletic and enthusiastic individual to fill this role. To be considered, you must be outgoing; positive; upbeat and read to represent the team in public forums, including game day events; able to multi-task and work in a very fast-paced environment; a TEAM PLAYER who is self-motivated and driven; extremely comfortable with public speaking and presentations; punctual and professional; and bi-lingual (English/Spanish) is a HUGE plus.

16) Ticket Sales and Service Intern: By joining the Astros Ticket services staff, the Intern will gain experience in both sales and operations. This Intern will actually sell Astros season, group, individual, and suite tickets throughout the duration of their internship. For an Intern intrigued in a career in the sales industry, this is the ideal opportunity. During the season, this Intern will be responsible for the MVP phone line handling all season tickets, suites and other special seating. The selected Intern will also participate in a rotating box office shift

with the other interns in this department which will consist of walk up tickets at the customer window and will call tickets. This Intern will also be responsible for printing out tickets and setting up accounts your youth programs and special ticket packages. The Intern will be responsible for a particular group night of their choice. This group night will consist of contacting the organization, setting up and processing tickets for that group and following up to ensure they have what they need while serving as their host for the game. In the off season, this Intern will focus on assisting the sales staff and taking an active role on the phone with the season ticket sales rush. During the off-season, this Intern will complete various sales and financial related reports. The Intern will assume additional roles on an as-needed basis. This Intern must be ambitious, self-motivated, and always represent the organization in a professional manner. The Intern must also be proficient in MS Office and have excellent verbal communication skills.

17) **Tours Intern:** This Intern will book and coordinate events including birthday parties and tours. A large role of this Intern is to educate guests about Minute Maid Park, the history of the ballpark, and Union Station as well as the team in a professional, but fun manner. The selected Intern must be a strong public speaker. There may be parties/tours ranging from a handful of people up to 200 people at any given time. This Intern is also responsible for creating and coordinating educational learning center activities which can be incorporated and used in the Texas School System. This includes researching ideas and being a creative thinker. This person will also have the duty to sell and increase the event schedule and arrange accommodations for each event. This Intern will also have an active role in office work, database management, and marketing tours/birthday parties. This internship may require working additional hours during the week and some weekends as needed. This Intern will assume additional roles on an as-needed basis. Inter must be proficient in Excel, Word, and public speaking, and prior experience working with kids is a must.

18) **Urban Youth Academy Intern:** The primary goal of this internship is to provide the Intern with the opportunity to learn about the day-to-day operations of the Urban Youth Academy, while developing business and communication skills necessary for success in business. The Intern will receive first-hand knowledge of the day-to-day operations as well as the skills needed to organize clinics and events, baseball and softball instruction, coaching, teaching, and administration. The Intern will learn the operations of professional sports organization and community outreach programs. The Intern will have the opportunity to learn and instruct baseball and softball techniques during the internship. The Intern will also assist in coordinating and supervising activities at the academy, assist with office agendas and other related office duties, camp and clinic set ups and instruction, and score keeping. Other specific duties will vary based on the Academy's needs. This internship offers a flexible schedule based upon Academy needs and events schedule, and will include some evening and weekends.

REQUIREMENTS: Energetic and enthusiastic; outgoing, positive attitude and personality; must be a team player; interested in more than just working in a high profile environment; ability to multi-task and work in a fast paced environment; willing to offer ideas and suggestions; and punctual and professional. If selected, you will be responsible for your own housing and expenses while participating in the internship.

PLEASENOTE:

*Due to the size of the candidate pool, we are not able to schedule initial phone screens in advance. If our HR department contacts you for an initial interview at an inopportune time, we are happy to allow you to call us back. Please attempt to prepare yourself of an impromptu phone interview.

*If selected for an interview, you will be asked to come to Minute Maid Park in person. You will be responsible for any travel arrangements you choose to make for interview purposes.

*The Astros offer scholarships to eligible students. The Houston Astros Internship Scholarship Program has been established to increase opportunities for undergraduate students of limited financial means to be able to complete full-time internships with the club.

*These are full-time, unpaid internship opportunities, which require interns to work a 32-40 hour work week. In addition, it is mandatory that the candidate receive college credit for their participation in the internship program.

*Specific duties and responsibilities will vary based upon the department, but that is a "hands on" internship opportunity.

*If there is a requirement such as language fluency or computer program knowledge, you MUST meet that requirement before selecting that as a department of interest.

Hours Per Week: See Description.

Job Location: Minute Maid Park, 501 Crawford Street, Houston, Texas

Salary: See Description.

Desired Major(s): All

How to Apply: E-mail cover letter, resume, and list department areas of interest in order of preference to internships@astros.com. Please include you are applying for the Spring 2014 semester.

Company Name: Huntington Beach State Park

Job Title: Assistant Park Ranger Intern

Description: Several Interns needed. Under general supervision the Intern will assist with overall operation and maintenance of a state park. The Intern performs diversified duties governed by general instruction, policies, and standard operating procedures of the S.C. Park Service. This internship requires medium to heavy lifting, walking, standing on uneven terrain, crawling, and working at heights. The Intern will have exposure to weather conditions, cleaning agents, and materials used to maintain park grounds and facilities.

Hours Per Week: 10-20, flexible schedule

Job Location: 16148 Ocean Hwy., Murrells Inlet, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Kyle Bullock at kbullock@scprt.com.

Company Name: Inlet Physical Medicine

Job Title: Health Marketing Intern

Description: Two (2) Interns needed. Duties: Organize and implement a marketing campaign for the Physical Medicine and Rehabilitation office; help promote health and wellness throughout the community; and coordinate programs and screening events.

Hours Per Week: 10-20, flexible schedule

Job Location: 804 Inlet Square Drive, Unit B, Murrells Inlet, SC

Salary: UNPAID

Desired Major(s): Health Promotion, Marketing, Communication, Biology, Exercise and Sport Science

How to Apply: E-mail resume to Dr. Craig Cohen at DrCraigCohen@comcast.net.

Company Name: Institute for Marine Mammal Studies

Job Title: IMMS Spring 2014 Research Internship

Description: The IMMS Research Internship Program is designed as a way for students interested in a career in marine science to gain valuable research experience in a real-world setting. Interns will participate with multiple projects involving bottlenose dolphins, sea turtles and diamondback terrapins. As an intern, you will be trained in all aspects of dolphin photo-id research, sea turtle satellite tracking, and other current research projects at IMMS. Interns will also participate in other operations at IMMS including stranding response, education, and animal care. Our goal is to give Interns a well-rounded experience in a variety of areas while providing expert training and experience in marine science research.

Principle Duties and Requirements: Interns must:

*Commit to a minimum of at least 12 weeks. The internship can be extended depending on work performance.

*Be available to work Mon-Fri and must be available for all boat trips. Some field days may fall on the weekends.

*Have strong sense of responsibility, work ethic, attention to detail, and ability to admit mistakes.

*Produce high quality research efforts and exhibit strong interpersonal skills.

***Principle duties include:** Data entry, searching and cataloging journal articles, learning all research protocols, cropping and sorting photo-id fin images, learning to use photo-id programs such as Darwin (fin matching software), and FinBase (Microsoft Access), boat based field research (21' and 31' boats), and learn how to use ArcGIS

***Secondary duties involve:** Assisting with animal care staff, attending marine mammal necropsies, responding to marine mammal and sea turtle strandings, and assisting with educational tours.

***Field days:** Interns must be able to spend many hours on the water and on shore in sometimes extreme seasonal conditions. Seasonal temperatures range from over 100 °F in summer to 30 °F in winter. Field days typically exceed eight hours and occur at least two or three times a week.

***Eligibility Requirements:** Applicants must be 18 or older and must have a genuine interest in marine research. Applicants should be actively pursuing a college degree or be a recent graduate in oceanography, marine science/biology, biology, or a related field. Previous research experience in any capacity is a plus. Applicants must be able and willing to fulfill all duties outlined for this Internship Program. This is an unpaid position and Interns are responsible for their own housing and transportation. Once accepted, IMMS staff will be able to assist Interns in suggesting suitable housing options and locations.

Hours Per Week: 40

Job Location: 10801 Dolphin Lane, Gulfport, MS

Salary: UNPAID (see description)

Desired Major(s): Biology, Marine Science, Coastal Marine and Wetland Studies

How to Apply: Please send the following documents to researchintern@imms.org with "Research Internship" in the subject line:

*Complete **IMMS Research Internship Application** at http://imms.org/downloads/applications/IMMS_research_internship_application.pdf. (Save the application in PDF form to your computer FIRST then fill out the form. Otherwise, your information will not save to the form when emailed.)

*Full resume - include computer skills and proficiencies, volunteer experience, and/or other accomplishments.

*Two letters of recommendation – Provide at least one academic, and one work/volunteer- related reference if applicable. Letters may be emailed from the applicant or the person providing the recommendation letter.

*A one to two- page statement of interest – describe your background, pertinent experiences and interests, accomplishments, and how this internship will benefit you. If you believe you may have difficulty complying with one or more of the required duties or responsibilities due to a physical limitation or other reason, please address these concerns in the statement of interest, and include questions found on the application form.

*A copy of your current college transcript. Applicants may submit an unofficial copy. Documents must be in one of the following formats - PDF, .doc, .docx, and must be submitted together with your first and last name and the date in the file name. **Examples:** 2010Aug_Jane_Doe_Resume, 2010Aug_Jane_Doe_Statement, 2010Aug_Jane_Doe_Transcript

Deadline to Apply: November 1, 2013

Company Name: Institute for Marine Mammal Studies

Job Title: IMMS Spring 2014 Animal Care Internship

Description: The IMMS Animal Care Internship Program is designed as a way for students/individuals interested in a career in animal care and training to gain valuable experience in a real-world setting. Interns will primarily be trained in aspects of animal care, but will also participate in other activities at IMMS. Our goal is to give interns a well-rounded experience in a variety of areas while providing expert training and experience. This is an unpaid position and all interns are responsible for their own housing and transportation. Once accepted, IMMS staff will be able to assist interns in suggesting suitable housing and locations. Positions are limited. IMMS reserves the right to end an internship at any time.

Eligibility Requirements: Interns must be:

*18 years or older.

*A recent graduate or actively pursuing a college degree in the sciences.

*Willing to accept the internship as an unpaid position.

*Able to commit to a minimum of at least 12 weeks, 40 hours a week.

*Available to work weekdays, weekends, and holidays.

*Able to lift 50 lbs, work long hours on your feet, and work outside in extreme conditions.

*Able to maintain a positive attitude, good work ethic, sense of responsibility, and a strong willingness to learn.

*Financially stable enough to obtain housing and transportation, though IMMS staff will do their best to assist you in making arrangements.

*Able to comply with IMMS rules and regulations.

Duties: The IMMS animal care staff is in charge of caring for Atlantic bottlenose dolphins, sea turtles, parrots, and a small collection of reptiles and amphibians. Sea lions are expected soon. Interns will work directly with animal care staff and be exposed to all aspects of the daily routine. Heavy emphasis is placed on basic tasks such as food preparation, and daily cleaning and facility maintenance. Interns will learn how to train animals with operant conditioning through observation and may assist during sessions. Interns will also learn how to feed, care for, and interact with sea turtles and parrots. Enrichment is very important to the well-being of our animals and interns will be asked to design and implement an enrichment device for our dolphins and/or birds. Because we want interns to have a well rounded experience, they will also be asked to assist in other departments. Interns may participate as 1) environmental educators and assist in giving presentations to the public, 2) research assistants that help with our many wild dolphin based research studies, or 3) emergency responders as IMMS is part of the Southeast Regional Marine Mammal Stranding Network and responds to stranded marine mammals and sea turtles. At completion of the season, interns will be asked to complete an exit evaluation.

Hours Per Week: 40

Job Location: 10801 Dolphin Lane, Gulfport, MS

Salary: UNPAID (see description)

Desired Major(s): Biology, Marine Science, Coastal Marine and Wetland Studies

How to Apply: Please send the following documents to kelly@imms.org with “Animal Care Internship” in the subject line.

*Complete **IMMS Animal Care Internship Application** at http://imms.org/downloads/applications/IMMSAnimalCareApplication_Full.pdf. (Save the application in PDF form to your computer FIRST then fill in the form. Otherwise, your information will not save to the form when emailed.)

*Full resume with cover letter.

*References – At least two letters of recommendation are required. Provide at least one academic, and one work/volunteer-related reference if possible. Include name, phone number, and email address.

*A copy of your current official college transcript.

*Full photograph.

Documents must be in one of the following formats: PDF, .doc, .docx, and must be submitted together with your first and last name and the date in the file name. Ex) 2013Aug_Jane_Doe_Resume, 2013Aug_Jane_Doe_Application, 2013Aug_Jane_Doe_Transcript.

Deadline to Apply: November 1, 2013

Company Name: Institute for Marine Mammal Studies

Job Title: IMMS Spring 2014 Marine Mammal and Sea Turtle Stranding Response Internship

Description: The IMMS Stranding Response Internship is designed as a way for students interested in a career in marine mammal and sea turtle rescue and rehabilitation to gain hands on experience in a real-world setting. Interns will participate in the response to both live and dead marine mammals and sea turtles. Interns will also participate in other operations at IMMS including research, education, and animal care. Our goal is to give Interns a well-rounded experience in a variety of areas while providing expert training and experience in marine animal rescue and rehabilitation.

Eligibility Requirements: Interns must be:

- *18 years or older.
- *A recent graduate or actively pursuing a college degree in the sciences.
- *Willing to accept the internship as an unpaid position.
- *Able to commit to a minimum of at least 12 weeks, 40 hours a week.
- *Available to work weekdays, weekends, and holidays.
- *Able to lift 50 lbs, work long hours on your feet, and work outside in extreme conditions.
- *Able to maintain a positive attitude, good work ethic, sense of responsibility, and a strong willingness to learn.
- *Financially stable enough to obtain housing and transportation, though IMMS staff will do their best to assist you in making arrangements.
- *Able to comply with IMMS rules and regulations.

Principle Duties:

- *Respond to stranding hotline calls which include walking in rough terrain, occasional boat trips, heavy lifting, and extreme weather conditions.
- *Perform husbandry procedures for sea turtles in rehabilitation.
- *Participate in necropsies on deceased marine mammals.
- *Assist the veterinary staff in medical treatments and procedures.
- *Collect and record data for each reported stranding.
- *Assist with daily cleaning/upkeep of the veterinary hospital and quarantine areas.
- *Participate in the release of rehabilitated animals.

Hours Per Week: 40

Job Location: 10801 Dolphin Lane, Gulfport, MS

Salary: UNPAID (see description)

Desired Major(s):

How to Apply: Please send the following documents to wendy@imms.org with "Stranding Internship" in the subject line:

*Complete the **IMMS Marine Mammal and Sea Turtle Stranding Internship Application** at http://imms.org/downloads/applications/IMMSAnimalCareApplication_Full.pdf.

(Save the application in PDF form to your computer FIRST then fill in the form. Otherwise, your information will not save to the form when emailed.)

*Full resume - include computer skills and proficiencies, volunteer experience, and/or other accomplishments.

*References – At least two letters of recommendation are required. Provide at least one academic, and one work/volunteer-related reference if applicable. Include name, phone number, and email address.

*A one to two- page statement of interest – describe your background, pertinent experiences and interests, accomplishments. Include any animal related experience you may have and how this internship will benefit you. If you believe you may have difficulty complying with one or more of the required duties or responsibilities due to a physical limitation or other reason please address these concerns in the statement of interest.

*A copy of your current college transcript.

Documents must be in one of the following formats - PDF, .doc, .docx, and must be submitted together with your first and last name and the date in the file name. Ex) 2013Aug_Jane_Doe_Resume, 2013Aug_Jane_Doe_Application, 2013Aug_Jane_Doe_Transcript

Deadline to Apply: November 1, 2013

Company Name: Jug Bay Wetlands Sanctuary

Job Title: Wildlife Research Intern

Description: Interns needed for Freshwater Turtle Studies. The Jug Bay Wetlands Sanctuary is seeking undergraduate university interns to help with on-going studies of Eastern Mud Turtle (*Kinosternum subrubrum subrubrum*) and Eastern Box Turtle (*Terrapene carolina carolina*) population ecology and habitat use. Seven turtle species inhabit the marshes and beaver ponds in our study area along the Patuxent River estuary in central Maryland. Mud and box turtles occupy both deciduous habitat use, daily movements, population density, sex ratio, and natural history. Our goal is to understand the functional role of turtles within their wetland and upland ecosystems. We use radio telemetry, hoop traps, kayaks, canoes, and small boats to track and locate turtles. Interns work under the supervision of Sanctuary Director, Chris Swarth. In addition to helping with turtle studies, Interns help with bird banding, reptile surveys, fish seining, and water quality studies. Each intern will also carry out an independent research project on some aspect of turtle ecology. At the end of the field season in August, interns give an oral presentation and prepare a written report on their independent project.

ABOUT SANCTUARY: The Sanctuary is a 1,700 acre ecological field station and environmental education center in southern Anne Arundel County, Maryland. The Sanctuary is operated by the county parks department and is part of the Chesapeake Bay National Estuarine Research Reserve. To learn more, visit www.jugbay.org.

WORK SCHEDULE: Interns work five (5) days a week, and occasional weekend and evening work is required.

HOUSING: We do not have on-site housing. Interns will need to find their own housing. The Sanctuary is 18 miles south of Annapolis and 15 miles east of Washington, DC.

STIPEND AWARD: \$3,600

The Friends of Jug Bay, a non-profit citizen's organization, provides the Jug Bay Fellowship monetary award (stipend) which supports each Intern.

Hours Per Week: See Description.

Job Location: 1361 Wrighton Road, Lothian, Maryland

Salary: TBD

Desired Major(s): Biology, Coastal Marine & Wetland Studies, Marine Science

How to Apply: Please send a cover letter addressed to Chris Swarth, with statement of goals and explain why you want the position and why you are qualified (your letter should exhibit enthusiasm); a resume to fit the specific position you are applying for and summarizing your education and work experience; transcripts (does not have to be "official"); and the names and e-mail addresses of three (3) references. Mail application materials to: Chris Swarth, Sanctuary Director, Jug Bay Wetlands Sanctuary, 1361 Wrighton Road, Lothian, MD 20711.

Company Name: Kalu Yala

Job Title: Spring 2014 Internship Program

Description: Kalu Yala is a sustainable town being built outside of Panama City in the Republic of Panama. The building site, which is located in the Tres Brazos Valley, plans to be one of the only environmentally sustainable communities in the world, with aspirations that it will be a teaching tool for the world on how to live smarter.

Since Summer of 2010, Kalu Yala's student internship program has had programs in livestock, sustainable agriculture, design build, biology, business, community outreach and education, outdoor recreation and anthropology. As of Summer 2012, the program has had people from all over the world including 37 states, 12 countries and 80 colleges in its two years of operation. It is a pay-for opportunity similar to study abroad, but with a much more individually tailored program.

Kalu Yala is seeking interns to participate in the livestock program in which they build their first chicken coop out on the property, as well as a loafing shed for horses. They will also be purchasing cattle and goats and focusing on raising them sustainably and incorporating them into crop rotation and other agricultural practices. They are seeking students and non-students who believe in sustainability and want to fundamentally change the way we live. This is a great opportunity to get hands-on work experience in an international setting.

The internship program is designed to embrace each intern's passions and interests and apply them to the Kalu Yala project. As a team, we work with each individual to craft a roll which fits our brand.

INTERN LIVING AND DUES: Although interns are not required to live in the intern house, it is strongly encouraged. It is a unique experience and the perfect way to get to know your co-interns. Located in the Bella Vista neighborhood in the center of Panama City, our interns live in the penthouse of Hispania, a historic building located directly behind Urraca Park. The building has full security and a gated parking garage. Currently, rent per person is \$300 a month, which includes a maid and laundry services, utilities, Internet, and a CSA subscription, <http://www.culantrorojo.com/blog/?lang=en/>. A month prior to arrival, we will need a deposit for the first month's rent to confirm your commitment (\$300.00).

Every month the Intern will get one Friday off to travel around Panama or just to relax and have free time. There are pre-planned trips according to season, rainy season and dry season, in which interns are able to participate. Itineraries have been created by Kalu Yala staff for those who wish to participate in these trips. This service is incredibly helpful because it is difficult and sometimes unreliable to make travel plans in a foreign country.

MEAL PLAN: The Kalu Yala meal plan provides interns with nine (9) meals a week and the services of a Cook. The meal plan allows interns to save time and money during their time with the company, and it is constantly evolving in its efforts to create a healthy and delicious menu. The meal plan rates are as follows:

*All inclusive (three (3) months) = \$300.00

*Monthly = \$144.00

*Pay by the Meal = \$5.00

For individuals whose work is primarily in the valley, there is adjustable rate to compensate for meals missed at scheduled and consistent intervals. We are willing to work around special dietary needs and preferences to a reasonable degree (i.e. we can accommodate vegetarians but not vegans or gluten-free individuals).

Hours Per Week: 30-40

Job Location: Panama City, Republic of Panama

Salary: UNPAID, will receive academic credit

Desired Major(s): All

How to Apply: E-mail resume and a statement of interest to Ashley Davis at internships@kaluyala.com. If the company is interested, they will follow-up with more information, including a company description and further intern logistics.

Company Name: Katie's Project

Job Title: Non-Profit Operations Intern

Description: Several Interns needed. Duties: Assist with the day-to-day operations of Katie's Project; handle retail operations – inventory/sales, both in-store and on-line; dress donation inventory; correspondence with students, donors, and sponsors; assist with special events; and assist with marketing and promotion efforts.

Hours Per Week: 10-20, schedule to be determined

Job Location: 3064 Deville Street, Market Commons, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Business Administration, Marketing

How to Apply: E-mail resume to Angie Johnson at angie@katiesproject.org.

Company Name: Long Island Aquarium & Exhibition Center

Job Title: Aquarist Assistant Intern

Description: An internship at the Aquarium is a great way for interested students to gain firsthand educational experience in the dynamic real-world setting of a busy Aquarium.

DUTIES: The Intern will assist Aquarist staff with fish and invertebrate husbandry of all public and non-public systems. These duties include daily maintenance activities such as scrubbing exhibits, cleaning floors, water changes, and food preparation. Other activities might include plumbing, library research, recording data, data entry, and specimen collection.

REQUIREMENTS: Applicants must be enrolled in a two (2) or four (4)-year college or university, with a major relevant to the position which he/she is applying; must be able to work a minimum of 120 hours (8-10 hours per week); and responsible for own lodging and transportation.

BENEFITS: Training materials; shirt and ID badge; 30% discount in the City Treasurer's Gift Shop, Long Island Aquarium Café, and Scoops Ice Cream & Candy; Aquarium publications – brochures, newsletter, and educational materials; and the opportunity to participate in challenging and rewarding life experiences that offer personal enrichment.

Hours Per Week: 10-20

Job Location: 431 East Main Street, Riverhead, NY

Salary: UNPAID

Desired Major(s): Biology, Marine Science, Communication, Education, Interdisciplinary Studies, Marketing

How to Apply: E-mail resume to Chris Brady at cbrady@amwny.com.

Company Name: Long Island Aquarium & Exhibition Center

Job Title: Aquaculture Assistant Intern

Description: An internship at the Aquarium is a great way for interested students to gain firsthand educational experience in the dynamic real-world selling of a busy Aquarium.

DUTIES: Assist in the production of live foods, such as phytoplankton, rotifers, and Artemia, as well as the culturing of ornamental fish, crustaceans and sea jellies. Qualified students will also have the option to conduct or participate in an aquaculture research project. Applications for this position must be at least a junior in college, and have basic fish husbandry skills.

REQUIREMENTS: Applicants must be enrolled in a two (2) or four (4)-year college or university, with a major relevant to the position which he/she is applying; must be able to work a minimum of 120 hours (8-10 hours per week); and responsible for own lodging and transportation.

BENEFITS: Training materials; shirt and ID badge; 30% discount in the City Treasurer's Gift Shop, Long Island Aquarium Café, and Scoops Ice Cream & Candy; Aquarium publications – brochures, newsletter, and educational materials; and the opportunity to participate in challenging and rewarding life experiences that offer personal enrichment.

Hours Per Week: 10-20

Job Location: 431 East Main Street, Riverhead, NY

Salary: UNPAID

Desired Major(s): Biology, Marine Science, Communication, Education, Interdisciplinary Studies, Marketing

How to Apply: E-mail resume to Chris Brady at cbrady@amwny.com.

Company Name: Long Island Aquarium & Exhibition Center

Job Title: Mammal Department Assistant Intern

Description: An internship at the Aquarium is a great way for interested students to gain firsthand educational experience in the dynamic real-world selling of a busy Aquarium.

DUTIES: Care for California sea lions, harbor seals, a gray seal, North American River otters, reptiles, and Japanese snow monkeys. The Intern will assist with food preparation, clean exhibits and kitchen areas, observe training sessions, and assist with sea lion shows.

REQUIREMENTS: Applicants must be enrolled in a two (2) or four (4)-year college or university, with a major relevant to the position which he/she is applying; must be able to work a minimum of 120 hours (8-10 hours per week); and responsible for own lodging and transportation.

BENEFITS: Training materials; shirt and ID badge; 30% discount in the City Treasurer's Gift Shop, Long Island Aquarium Café, and Scoops Ice Cream & Candy; Aquarium publications – brochures, newsletter, and educational materials; and the opportunity to participate in challenging and rewarding life experiences that offer personal enrichment.

Hours Per Week: 10-20

Job Location: 431 East Main Street, Riverhead, NY

Salary: UNPAID

Desired Major(s): Biology, Marine Science, Coastal Marine and Wetland Studies, Interdisciplinary Studies

How to Apply: E-mail resume to Chris Brady at cbrady@amwny.com.

Company Name: Long Island Aquarium & Exhibition Center

Job Title: Education Assistant Intern

Description: An internship at the Aquarium is a great way for interested students to gain firsthand educational experience in the dynamic real-world setting of a busy Aquarium.

DUTIES: Assist in public education of Aquarium exhibits and animals; create new education programs; implement educational outreach programs; and assist with toddler and camp programs.

REQUIREMENTS: Applicants must be enrolled in a two (2) or four (4)-year college or university, with a major relevant to the position which he/she is applying; must be able to work a minimum of 120 hours (8-10 hours per week); and responsible for own lodging and transportation.

BENEFITS: Training materials; shirt and ID badge; 30% discount in the City Treasurer's Gift Shop, Long Island Aquarium Café, and Scoops Ice Cream & Candy; Aquarium publications – brochures, newsletter, and educational materials; and the opportunity to participate in challenging and rewarding life experiences that offer personal enrichment.

Hours Per Week: 10-20

Job Location: 431 East Main Street, Riverhead, NY

Salary: UNPAID

Desired Major(s): Communication, Education, Interdisciplinary Studies

How to Apply: E-mail resume to Chris Brady at cbrady@amwny.com.

Company Name: Long Island Aquarium & Exhibition Center

Job Title: Exotic Bird Assistant Intern

Description: An internship at the Aquarium is a great way for interested students to gain firsthand educational experience in the dynamic real-world setting of a busy Aquarium.

DUTIES: Assist with care and maintenance of large exotic birds (macaws and cockatoos), including food prep and upkeep of cages and exhibits and the Priceless Parrott Preserve.

REQUIREMENTS: Applicants must be enrolled in a two (2) or four (4)-year college or university, with a major relevant to the position which he/she is applying; must be able to work a minimum of 120 hours (8-10 hours per week); and responsible for own lodging and transportation.

BENEFITS: Training materials; shirt and ID badge; 30% discount in the City Treasurer's Gift Shop, Long Island Aquarium Café, and Scoops Ice Cream & Candy; Aquarium publications – brochures, newsletter, and educational materials; and the opportunity to participate in challenging and rewarding life experiences that offer personal enrichment.

Hours Per Week: 10-20

Job Location: 431 East Main Street, Riverhead, NY

Salary: UNPAID

Desired Major(s): Biology, Marine Science, Communication, Education, Interdisciplinary Studies, Marketing

How to Apply: E-mail resume to Chris Brady at cbrady@amwny.com.

Company Name: Long Island Aquarium & Exhibition Center

Job Title: Exhibit Assistant Intern

Description: An internship at the Aquarium is a great way for interested students to gain firsthand educational experience in the dynamic real-world setting of a busy Aquarium.

DUTIES: Assist in creating new exhibits or modify existing ones employing various materials, tools, and methods used in the exhibit design field. This may include production of story boards and interpretive exhibit information.

REQUIREMENTS: Applicants must be enrolled in a two (2) or four (4)-year college or university, with a major relevant to the position which he/she is applying; must be able to work a minimum of 120 hours (8-10 hours per week); and responsible for own lodging and transportation.

BENEFITS: Training materials; shirt and ID badge; 30% discount in the City Treasurer's Gift Shop, Long Island Aquarium Café, and Scoops Ice Cream & Candy; Aquarium publications – brochures, newsletter, and educational materials; and the opportunity to participate in challenging and rewarding life experiences that offer personal enrichment.

Hours Per Week: 10-20

Job Location: 431 East Main Street, Riverhead, NY

Salary: UNPAID

Desired Major(s): Biology, Marine Science, Communication, Interdisciplinary Studies, Marketing

How to Apply: E-mail resume to Chris Brady at cbrady@amwny.com.

Company Name: Long Island Aquarium & Exhibition Center

Job Title: Data Collection Assistant Intern

Description: An internship at the Aquarium is a great way for interested students to gain firsthand educational experience in the dynamic real-world setting of a busy Aquarium.

DUTIES: Assist Aquarium staff aboard the Atlantis Explorer Tour Boat in collecting and recording weather data, water quality data, and species sightings and observations along the Peconic River and Flanders Bay.

REQUIREMENTS: Applicants must be enrolled in a two (2) or four (4)-year college or university, with a major relevant to the position which he/she is applying; must be able to work a minimum of 120 hours (8-10 hours per week); and responsible for own lodging and transportation.

BENEFITS: Training materials; shirt and ID badge; 30% discount in the City Treasurer's Gift Shop, Long Island Aquarium Café, and Scoops Ice Cream & Candy; Aquarium publications – brochures, newsletter, and educational materials; and the opportunity to participate in challenging and rewarding life experiences that offer personal enrichment.

Hours Per Week: 10-20

Job Location: 431 East Main Street, Riverhead, NY

Salary: UNPAID

Desired Major(s): Biology, Marine Science, Interdisciplinary Studies

How to Apply: E-mail resume to Chris Brady at cbrady@amwny.com.

Company Name: Long Island Aquarium & Exhibition Center

Job Title: Marketing Assistant Intern

Description: An internship at the Aquarium is a great way for interested students to gain firsthand educational experience in the dynamic real-world setting of a busy Aquarium. Are you a marketing or communication student who would like to get an idea of the way things run on the practice side? We are seeking exceptional students with excellent communication skills and a positive attitude.

DUTIES: Assist in department projects and special events; the inventory of collateral materials, and administrative support duties. The Intern must have computer proficiency in MS Office and experience with Adobe Suite and Quark.

REQUIREMENTS: Applicants must be enrolled in a two (2) or four (4)-year college or university, with a major relevant to the position which he/she is applying; must be able to work a minimum of 120 hours (8-10 hours per week); and responsible for own lodging and transportation.

BENEFITS: Training materials; shirt and ID badge; 30% discount in the City Treasurer's Gift Shop, Long Island Aquarium Café, and Scoops Ice Cream & Candy; Aquarium publications – brochures, newsletter, and educational materials; and the opportunity to participate in challenging and rewarding life experiences that offer personal enrichment.

Hours Per Week: 10-20

Job Location: 431 East Main Street, Riverhead, NY

Salary: UNPAID

Desired Major(s): Communication, Marketing, Interdisciplinary Studies

How to Apply: E-mail resume to Chris Brady at cbrady@amwny.com.

Company Name: Mad Science of Myrtle Beach

Job Title: Teaching Intern

Description: Duties: Fun Science Instructor working with elementary age children in afterschool programs, in-school workshops, special events, etc. Intern must be energetic, fun, and outgoing; must have the ability to lift 30 pounds; and background check and TB test will be required.

Hours Per Week: 10-20, flexible schedule

Job Location: Local Horry County Schools

Salary: \$8.25/hr.

Desired Major(s): All

How to Apply: E-mail resume to Stuart Smith at stuart@madsciencemyrtlebeach.com.

Company Name: Maritime Aquarium at Norwalk

Job Title: Marine Science Intern

Description: The Intern will work with Aquarists preparing food, maintaining tanks, making salt water, monitoring water quality, collecting specimens, and preparing exhibits – anything the Aquarists do. In education, the Intern works with the staff teaching programs, and preparing and cleaning up after programs.

Hours Per Week: 10-20, flexible schedule

Job Location: 10 N. Water Street, Norwalk, Connecticut

Salary: UNPAID

Desired Major(s): Marine Science, Coastal Marine and Wetland Studies, Biology, Chemistry, Interdisciplinary Studies, Education, Communication

How to Apply: E-mail resume to Joe Schnierlein at jschnierlein@maritimeaquarium.org

Company Name: Maui Ocean Center

Job Title: Marine Naturalist Intern

Description: Maui Ocean Center offers six (6) academic internship positions annually and internships may begin at any point in the year. Students who can complete a minimum of 75 hours are preferred, but hours are negotiable, based on the requirements of the student's academic program. Applications are accepted throughout the year, but are reviewed each November for placement during the following year. Interns are not provided with any stipend.

What Does an Intern Do?

- *Participate as a naturalist engaging the general public in conversation about Hawaii's tropical marine life.
- *Give structured marine themed presentations to people of all ages.
- *Learn and practice aquarium techniques for caring for tropical marine life.
- *Learn how displays are created and what goes into the design.

How Does an Intern Benefit from Experience at Maui Ocean Center?

- *Apply the knowledge learned in your academic program in real-life scenarios.
- *Get hands-on professional experience in the Education department and behind the scenes as an Aquarist.
- *Develop interpretive and teaching skills while working with the public.
- *Learn what it takes to care for and display Hawaii's valuable marine life.
- *Have a great time while working with a diverse staff.

What are the Eligibility Requirements?

- *Must be at least 16 years of age interested in learning more about working in an aquarium.
- *Preference given to students currently enrolled or accepted for enrollment at an accredited educational institution.

How are Interns Selected? The Education Manager reviews applications every November and interviews potential candidates prior to acceptance. Selection is based on the applicant's educational direction, interest in Hawaiian marine life, cultural studies and animal husbandry, and their future career plans.

How much does an internship cost?

The Maui Ocean Center provides training and experience with no fee to the Intern, and does not offer a stipend, assistance locating housing, or assistance with transportation.

Hours Per Week: See Description.

Job Location: Maui, Hawaii (Ma'alaea)

Salary: UNPAID

Desired Major(s): Marine Science, Coastal Marine and Wetland Studies, Biology, Communication, Interdisciplinary Studies

How to Apply: E-mail resume and cover letter as an attachment to Erin Iberg at eiberg@mauiocceancenter.com with Internship in the subject line; OR mail to Maui Ocean Center, 192 Ma'alaea Rd., Wailuku, HI 96793. The cover letter should not exceed one (1) page and should clearly describe the applicant's career goals and how an internship at Maui Ocean Center will help them to achieve these goals. Submitted resume should have an objective, any relevant work experience, educational background and references, and not exceed two (2) pages. Submission of an application and resume can be done at any time throughout the year and are reviewed on an annual basis or as positions become available. Applications will not be kept on file for more than one (1) year.

Company Name: Mote Marine Laboratory Sea Turtle Conservation and Research Program

Job Title: Chemical Ecology Intern

Description: This program uses advanced analytical techniques to investigate all aspects of water quality in lakes, rivers, estuaries and the coastal marine environment. Ongoing projects include the development of new methods for detecting septic tank pollution in natural waters and performing advanced studies of marine optics. Interns assist with field collection of samples, data entry and laboratory analysis of water quality parameters. College students with chemistry laboratory coursework and computer experience preferred.

Mote Internships allow college students and recent college graduates to gain valuable hands-on experience in Ocean Science research, conservation, education and support services. Internships are available in most departments in the laboratory. About 150 college students and recent college graduates participate in this program annually.

Dates: Intern orientations/start dates are on Mondays unless it's a holiday. Prospective interns should select sessions based on their dates of availability.

Internship Session & Start Dates

Fall: August, September, or October 2013

Application Deadline: June 15, 2013

Notification Period: Early-mid July 2013

Winter: November and December, 2013 and January 2014

Application Deadline: September 15, 2013

Notification Period: Early-mid October 2013

Duration: We ask for a minimum 10 week commitment (unless otherwise stated in the program description), and most internships are 10-14 weeks long. They can be longer with prior approval from your program manager.

Internship Areas and Intern Duties: Interns normally work 40 hours per week and follow laboratory rules and regulations. Occasionally longer hours, weekends and/or nights may be required. Dress for most internships is casual with appropriate laboratory/field apparel and footwear. Positions in some divisions may require more professional attire.

Eligibility: Applicant must be enrolled in an accredited university or college program at the undergraduate or graduate level **OR** be a recent college graduate to be eligible to apply for a Mote internship. Students must have a minimum GPA of 2.5 on a 4.0 scale. International applicants must speak English fluently.

Financial Support: Due to Mote's status as a non-profit research institution, positions offered by the Mote College Intern Program are unpaid. However, a limited number of scholarships are available to partially support the cost of living expenses and are described at this [page](#). Candidates must exhibit financial need and meet a minimum GPA requirement of 3.20 on a 4.0 scale to apply. Only candidates having a U.S. Social Security Number are eligible to apply for intern scholarships.

Research Experience for Undergraduates: Mote is also a host site for the National Science Foundation's Research Experiences for Undergraduates (REU) Program. This is a **separate** program that offers paid research internships to 10 college undergraduates during a 10-week period in the summer. Information about the Mote REU Program is located at this [page](#).

Housing: Mote is unable to provide or arrange for intern housing. However, once candidates have accepted an internship offer, Mote is able to offer a small list of housing options and can also put interns in communication with one another so that they may arrange for shared housing. Interns should budget for up to \$115/week for housing including utilities.

Local Transportation: Public transportation between Mote and most local areas is available through the Sarasota County Area Transit bus system, a service of the Sarasota County Government. Riders can pay per ride or purchase a 30-day bus pass, currently \$50 (but check their website for updates). Also, sarasota.craigslist.org is a great resource for finding bicycles for sale. Interns are responsible for providing or making arrangements for daily transportation to Mote.

Hours Per Week: 30-40

Job Location: 1600 Ken Thompson Parkway, Sarasota, FL

Salary: UNPAID (see description)

Desired Major(s): Chemistry, Computer Science

How to Apply: Applicants must complete the online application form at

<http://www.mote.org/index.php?src=forms&ref=Mote%20College%20Intern%20Program&submenu=Education> and submit a one-to-two page Statement of Interest, a resume or CV, unofficial college transcript, and at least one letter of recommendation to be considered for an internship. Additional materials must be submitted if applicants wish to be considered for a Mote intern scholarship. More detailed instructions for preparing and submitting these materials are provided on the application form. **Deadline to apply is _____**

Company Name: Mote Marine Laboratory Sea Turtle Conservation and Research Program

Job Title: Manatee Research Intern

Description: This program studies several aspects of the biology of manatees inhabiting the waters of Southwest Florida, including population dynamics, population genetics, habitat use, distributional patterns and social behavior. Field data and samples are collected using photo-identification, aerial surveys and non-invasive genetic sampling. The long-term database of the program contributes to management and conservation measurements for Florida manatees. Additionally, the program collaborates with manatee researchers throughout the state of Florida and the Caribbean. Interns in this program assist with field and laboratory research including data collection, entry and verification. Fieldwork requires spending long hours in the field, sometimes in uncomfortable weather conditions. Interns often are asked to assist with routine office work as needed. Some interns may be invited to develop an individual research project in addition to assisting with more general duties. College students or recent graduates who have majored in a science-related field with demonstrated academic strengths, and who desire to acquire knowledge and skills related to marine mammal fieldwork are preferred.

Work Hours: Monday – Friday, 9 a.m. - 5 p.m. (and 8:30 a.m. - 7 p.m. for 1-2 days a week for field work during late fall through early spring).

Mote Internships allow college students and recent college graduates to gain valuable hands-on experience in Ocean Science research, conservation, education and support services. Internships are available in most departments in the laboratory. About 150 college students and recent college graduates participate in this program annually.

Dates: Intern orientations/start dates are on Mondays unless it's a holiday. Prospective interns should select sessions based on their dates of availability.

Internship Session & Start Dates

Fall: August, September, or October 2013

Application Deadline: June 15, 2013

Notification Period: Early-mid July 2013

Winter: November and December, 2013 and January 2014

Application Deadline: September 15, 2013

Notification Period: Early-mid October 2013

Duration: We ask for a minimum 10 week commitment (unless otherwise stated in the program description), and most internships are 10-14 weeks long. They can be longer with prior approval from your program manager.

Internship Areas and Intern Duties: Interns normally work 40 hours per week and follow laboratory rules and regulations. Occasionally longer hours, weekends and/or nights may be required. Dress for most internships is casual with appropriate laboratory/field apparel and footwear. Positions in some divisions may require more professional attire.

Eligibility: Applicant must be enrolled in an accredited university or college program at the undergraduate or graduate level **OR** be a recent college graduate to be eligible to apply for a Mote internship. Students must have a minimum GPA of 2.5 on a 4.0 scale. International applicants must speak English fluently.

Financial Support: Due to Mote's status as a non-profit research institution, positions offered by the Mote College Intern Program are unpaid. However, a limited number of scholarships are available to partially support the cost of living expenses and are described at this [page](#). Candidates must exhibit financial need and meet a minimum GPA requirement of 3.20 on a 4.0 scale to apply. Only candidates having a U.S. Social Security Number are eligible to apply for intern scholarships.

Research Experience for Undergraduates: Mote is also a host site for the National Science Foundation's Research Experiences for Undergraduates (REU) Program. This is a **separate** program that offers paid research internships to 10 college undergraduates during a 10-week period in the summer. Information about the Mote REU Program is located at this [page](#).

Housing: Mote is unable to provide or arrange for intern housing. However, once candidates have accepted an internship offer, Mote is able to offer a small list of housing options and can also put interns in communication with one another so that they may arrange for shared housing. Interns should budget for up to \$115/week for housing including utilities.

Local Transportation: Public transportation between Mote and most local areas is available through the Sarasota County Area Transit bus system, a service of the Sarasota County Government. Riders can pay per ride or purchase a 30-day bus pass, currently \$50 (but check their website for updates). Also, sarasota.craigslist.org is a great resource for finding bicycles for sale. Interns are responsible for providing or making arrangements for daily transportation to Mote.

Hours Per Week: 30-40

Job Location: 1600 Ken Thompson Parkway, Sarasota, FL

Salary: UNPAID (see description)

Desired Major(s): Biology, Marine Science, Coastal Marine and Wetland Studies

How to Apply: Applicants must complete the online application form at

<http://www.mote.org/index.php?src=forms&ref=Mote%20College%20Intern%20Program&submenu=Education> and submit a one-to-two page Statement of Interest, a resume or CV, unofficial college transcript, and at least one letter of recommendation to be considered for an internship. Additional materials must be submitted if applicants wish to be considered for a Mote intern scholarship. More detailed instructions for preparing and submitting these materials are provided on the application form. **Deadline to apply is _____**

Company Name: Mote Marine Laboratory Sea Turtle Conservation and Research Program

Job Title: Marine Biomedical Research and Marine Immunology Intern

Description: The Marine Biomedical Research Program is dedicated to using marine organisms as laboratory animal models in basic research. The ultimate goal is to use results from these studies to contribute to a better understanding of health problems in higher animals, including humans and/or to benefit the wild populations of the particular animal studied. The Marine Immunology Program focuses on basic and applied immunological research of marine animals, ranging from cartilaginous fishes to marine mammals. Basic research efforts contribute to a better understanding of comparative vertebrate immune function as well as phylogenetic insights into human immunity, while applied studies provide unique information helpful in assessing the immune health of wild populations of marine animals, including marine mammals, exposed to a variety of environmental stressors. Interns assist staff scientists and biologists in laboratory-based research projects on immune function in sharks, skates, stingrays and other marine wildlife (e.g. manatees, dolphins). Other projects focus on the use of sharks and skates as sources for biomedically useful materials. Interns participate in animal maintenance, laboratory preparation (e.g. chemical preparation), animal dissections and laboratory procedures including cell culture, immunoassays, gel electrophoresis and immunoblotting. College juniors, seniors or recent graduates with experience in biochemistry, immunology, and molecular biology preferred.

Mote Internships allow college students and recent college graduates to gain valuable hands-on experience in Ocean Science research, conservation, education and support services. Internships are available in most departments in the laboratory. About 150 college students and recent college graduates participate in this program annually.

Dates: Intern orientations/start dates are on Mondays unless it's a holiday. Prospective interns should select sessions based on their dates of availability.

Internship Session & Start Dates

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Internship Areas and Intern Duties: Interns normally work 40 hours per week and follow laboratory rules and regulations. Occasionally longer hours, weekends and/or nights may be required. Dress for most internships is casual with appropriate laboratory/field apparel and footwear. Positions in some divisions may require more professional attire.

Eligibility: Applicant must be enrolled in an accredited university or college program at the undergraduate or graduate level **OR** be a recent college graduate to be eligible to apply for a Mote internship. Students must have a minimum GPA of 2.5 on a 4.0 scale. International applicants must speak English fluently.

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Research Experience for Undergraduates: Mote is also a host site for the National Science Foundation's Research Experiences for Undergraduates (REU) Program. This is a **separate** program that offers paid research internships to 10 college undergraduates during a 10-week period in the summer. Information about the Mote REU Program is located at this [page](#).

Housing: Mote is unable to provide or arrange for intern housing. However, once candidates have accepted an internship offer, Mote is able to offer a small list of housing options and can also put interns in communication with one another so that they may arrange for shared housing. Interns should budget for up to \$115/week for housing including utilities.

Local Transportation: Public transportation between Mote and most local areas is available through the Sarasota County Area Transit bus system, a service of the Sarasota County Government. Riders can pay per ride or purchase a 30-day bus pass, currently \$50 (but check their website for updates). Also, sarasota.craigslist.org is a great resource for finding bicycles for sale. Interns are responsible for providing or making arrangements for daily transportation to Mote.

Hours Per Week: 30-40

Job Location: 1600 Ken Thompson Parkway, Sarasota, FL

Salary: UNPAID (see description)

Desired Major(s): Biology, Biochemistry, Chemistry

How to Apply: Applicants must complete the online application form at

<http://www.mote.org/index.php?src=forms&ref=Mote%20College%20Intern%20Program&submenu=Education> and submit a one-to-two page Statement of Interest, a resume or CV, unofficial college transcript, and at least one letter of recommendation to be considered for an internship. Additional materials must be submitted if applicants wish to be considered for a Mote intern scholarship. More detailed instructions for preparing and submitting these materials are provided on the application form. **Deadline to apply** is _____

Company Name: Mote Marine Laboratory Sea Turtle Conservation and Research Program

Job Title: Marine Experimental Research Facility (MERF) Intern

Description: This internship focuses on the Marine Experimental Research Facility (MERF) where interns will be involved with the housing, care and maintenance, and essential life support requirements of elasmobranch fishes. MERF is a 4,200 sq. ft. facility that houses a total of 110,000 gallons of tank space that supports a variety of captive research projects. Interns will work alongside of biologists learning skills valuable for the care and maintenance of sharks and rays, the management of life support systems, the design and construction of life support systems, water chemistry requirements for elasmobranch fishes, medicinal methods and administration, and the biology of elasmobranchs. When necessary and depending on the season, funding and project demands interns may be involved in elasmobranch collections and sampling learning proper collection techniques and gear use. The ideal candidate for the MERF internship should possess the desire to learn about elasmobranch husbandry and animal care, life support system design, construction and maintenance, and water chemistry requirements for elasmobranch fishes. In addition, applicants should possess a strong mechanical aptitude, the able to work independently, and have a meticulous attention to detail.

Work Hours: Monday – Friday, 8 a.m. – 5 p.m., with occasional long hours and weekends.

Mote Internships allow college students and recent college graduates to gain valuable hands-on experience in Ocean Science research, conservation, education and support services. Internships are available in most departments in the laboratory. About 150 college students and recent college graduates participate in this program annually.

Dates: Intern orientations/start dates are on Mondays unless it's a holiday. Prospective interns should select sessions based on their dates of availability.

Internship Session & Start Dates

Fall: August, September, or October 2013

Winter: November and December, 2013 and January 2014

Application Deadline: June 15, 2013

Application Deadline: September 15, 2013

Notification Period: Early-mid July 2013

Notification Period: Early-mid October 2013

Duration: We ask for a minimum 10 week commitment (unless otherwise stated in the program description), and most internships are 10-14 weeks long. They can be longer with prior approval from your program manager.

Internship Areas and Intern Duties: Interns normally work 40 hours per week and follow laboratory rules and regulations. Occasionally longer hours, weekends and/or nights may be required. Dress for most internships is casual with appropriate laboratory/field apparel and footwear. Positions in some divisions may require more professional attire.

Eligibility: Applicant must be enrolled in an accredited university or college program at the undergraduate or graduate level **OR** be a recent college graduate to be eligible to apply for a Mote internship. Students must have a minimum GPA of 2.5 on a 4.0 scale. International applicants must speak English fluently.

Financial Support: Due to Mote's status as a non-profit research institution, positions offered by the Mote College Intern Program are unpaid. However, a limited number of scholarships are available to partially support the cost of living expenses and are described at this [page](#). Candidates must exhibit financial need and meet a minimum GPA requirement of 3.20 on a 4.0 scale to apply. Only candidates having a U.S. Social Security Number are eligible to apply for intern scholarships.

Research Experience for Undergraduates: Mote is also a host site for the National Science Foundation's Research Experiences for Undergraduates (REU) Program. This is a **separate** program that offers paid research internships to 10 college undergraduates during a 10-week period in the summer. Information about the Mote REU Program is located at this [page](#).

Housing: Mote is unable to provide or arrange for intern housing. However, once candidates have accepted an internship offer, Mote is able to offer a small list of housing options and can also put interns in communication with one another so that they may arrange for shared housing. Interns should budget for up to \$115/week for housing including utilities.

Local Transportation: Public transportation between Mote and most local areas is available through the Sarasota County Area Transit bus system, a service of the Sarasota County Government. Riders can pay per ride or purchase a 30-day bus pass, currently \$50 (but check their website for updates). Also, sarasota.craigslist.org is a great resource for finding bicycles for sale. Interns are responsible for providing or making arrangements for daily transportation to Mote.

Hours Per Week: 30-40

Job Location: 1600 Ken Thompson Parkway, Sarasota, FL

Salary: UNPAID (see description)

Desired Major(s): Chemistry, Biology, Biochemistry, Marine Science

How to Apply: Applicants must complete the online application form at

<http://www.mote.org/index.php?src=forms&ref=Mote%20College%20Intern%20Program&submenu=Education> and submit a one-to-two page Statement of Interest, a resume or CV, unofficial college transcript, and at least one letter of recommendation to be considered for an internship. Additional materials must be submitted if applicants wish to be considered for a Mote intern scholarship. More detailed instructions for preparing and submitting these materials are provided on the application form. **Deadline to apply** is _____

Company Name: Mote Marine Laboratory Sea Turtle Conservation and Research Program

Job Title: Marine Microbiology Intern

Description: This program studies microorganisms and their role in the marine environment. Projects include determining healthy and threatened marine organisms, assessing baseline microbial communities associated with healthy marine systems and understanding the role of microbes in coral health and disease and the beneficial factors affecting coral reef resistance and resilience. Methods combine field assessments with microbiological and molecular techniques. Interns assist with microbial culturing, DNA sequencing, PCR, cloning and there is potential to sample via snorkeling and/or SCUBA. Interns should have a basic microbiology background and an interest in coral reef protection. Mote Internships allow college students and recent college graduates to gain valuable hands-on experience in Ocean Science research, conservation, education and support services. Internships are available in most departments in the laboratory. About 150 college students and recent college graduates participate in this program annually.

Dates: Intern orientations/start dates are on Mondays unless it's a holiday. Prospective interns should select sessions based on their dates of availability.

Internship Session & Start Dates

Fall: August, September, or October 2013

Winter: November and December, 2013 and January 2014

Application Deadline: June 15, 2013

Application Deadline: September 15, 2013

Notification Period: Early-mid July 2013

Notification Period: Early-mid October 2013

Duration: We ask for a minimum 10 week commitment (unless otherwise stated in the program description), and most internships are 10-14 weeks long. They can be longer with prior approval from your program manager.

Internship Areas and Intern Duties: Interns normally work 40 hours per week and follow laboratory rules and regulations. Occasionally longer hours, weekends and/or nights may be required. Dress for most internships is casual with appropriate laboratory/field apparel and footwear. Positions in some divisions may require more professional attire.

Eligibility: Applicant must be enrolled in an accredited university or college program at the undergraduate or graduate level **OR** be a recent college graduate to be eligible to apply for a Mote internship. Students must have a minimum GPA of 2.5 on a 4.0 scale. International applicants must speak English fluently.

Financial Support: Due to Mote's status as a non-profit research institution, positions offered by the Mote College Intern Program are unpaid. However, a limited number of scholarships are available to partially support the cost of living expenses and are described at this [page](#). Candidates must exhibit financial need and meet a minimum GPA requirement of 3.20 on a 4.0 scale to apply. Only candidates having a U.S. Social Security Number are eligible to apply for intern scholarships.

Research Experience for Undergraduates: Mote is also a host site for the National Science Foundation's Research Experiences for Undergraduates (REU) Program. This is a **separate** program that offers paid research internships to 10 college undergraduates during a 10-week period in the summer. Information about the Mote REU Program is located at this [page](#).

Housing: Mote is unable to provide or arrange for intern housing. However, once candidates have accepted an internship offer, Mote is able to offer a small list of housing options and can also put interns in communication with one another so that they may arrange for shared housing. Interns should budget for up to \$115/week for housing including utilities.

Local Transportation: Public transportation between Mote and most local areas is available through the Sarasota County Area Transit bus system, a service of the Sarasota County Government. Riders can pay per ride or purchase a 30-day bus pass, currently \$50 (but check their website for updates). Also, sarasota.craigslist.org is a great resource for finding bicycles for sale. Interns are responsible for providing or making arrangements for daily transportation to Mote.

Hours Per Week: 30-40

Job Location: 1600 Ken Thompson Parkway, Sarasota, FL

Salary: UNPAID (see description)

Desired Major(s): Biology, Marine Science

How to Apply: Applicants must complete the online application form at

<http://www.mote.org/index.php?src=forms&ref=Mote%20College%20Intern%20Program&submenu=Education> and submit a one-to-two page Statement of Interest, a resume or CV, unofficial college transcript, and at least one letter of recommendation to be considered for an internship. Additional materials must be submitted if applicants wish to be considered for a Mote intern scholarship. More detailed instructions for preparing and submitting these materials are provided on the application form. **Deadline to apply is _____**

Company Name: Mote Marine Laboratory Sea Turtle Conservation and Research Program

Job Title: Reef Restoration Intern

Description: Participants in the Reef Restoration Program will work on both the coral culture and coral restoration project. Most of the work is on cultured corals in the coral gene bank tanks. Work includes general aquarium maintenance and feeding, and also taking digital photos and using a computer program to measure growth from these photos. There may be an opportunity for field work, depending on the intern's SCUBA and/or snorkeling skills. The opportunity also exists, if the intern has an interest, to help with the Eco-Discovery Center's Key West Living Reef exhibit of live hard and soft corals and fish for education and outreach to the public.

Work Hours: Typically Monday-Friday, 8 am – 5 pm, with the possibility of long hours and weekends.

Note: Housing is sometimes available at our Summerland Key facility for a reasonable rate, usually during fall and spring internship sessions. During the summer session or if the facility is full, interns will be responsible for finding their own housing. Interns must also have their own transportation.

Mote Internships allow college students and recent college graduates to gain valuable hands-on experience in Ocean Science research, conservation, education and support services. Internships are available in most departments in the laboratory. About 150 college students and recent college graduates participate in this program annually.

Dates: Intern orientations/start dates are on Mondays unless it's a holiday. Prospective interns should select sessions based on their dates of availability.

Internship Session & Start Dates

Fall: August, September, or October 2013

Winter: November and December, 2013 and January 2014

Application Deadline: June 15, 2013

Application Deadline: September 15, 2013

Notification Period: Early-mid July 2013

Notification Period: Early-mid October 2013

Duration: We ask for a minimum 10 week commitment (unless otherwise stated in the program description), and most internships are 10-14 weeks long. They can be longer with prior approval from your program manager.

Internship Areas and Intern Duties: Interns normally work 40 hours per week and follow laboratory rules and regulations. Occasionally longer hours, weekends and/or nights may be required. Dress for most internships is casual with appropriate laboratory/field apparel and footwear. Positions in some divisions may require more professional attire.

Eligibility: Applicant must be enrolled in an accredited university or college program at the undergraduate or graduate level **OR** be a recent college graduate to be eligible to apply for a Mote internship. Students must have a minimum GPA of 2.5 on a 4.0 scale. International applicants must speak English fluently.

Financial Support: Due to Mote's status as a non-profit research institution, positions offered by the Mote College Intern Program are unpaid. However, a limited number of scholarships are available to partially support the cost of living expenses and are described at this [page](#). Candidates must exhibit financial need and meet a minimum GPA requirement of 3.20 on a 4.0 scale to apply. Only candidates having a U.S. Social Security Number are eligible to apply for intern scholarships.

Research Experience for Undergraduates: Mote is also a host site for the National Science Foundation's Research Experiences for Undergraduates (REU) Program. This is a **separate** program that offers paid research internships to 10 college undergraduates during a 10-week period in the summer. Information about the Mote REU Program is located at this [page](#).

Housing: Mote is unable to provide or arrange for intern housing. However, once candidates have accepted an internship offer, Mote is able to offer a small list of housing options and can also put interns in communication with one another so that they may arrange for shared housing. Interns should budget for up to \$115/week for housing including utilities.

Local Transportation: Public transportation between Mote and most local areas is available through the Sarasota County Area Transit bus system, a service of the Sarasota County Government. Riders can pay per ride or purchase a 30-day bus pass, currently \$50 (but check their website for updates). Also, sarasota.craigslist.org is a great resource for finding bicycles for sale. Interns are responsible for providing or making arrangements for daily transportation to Mote.

Hours Per Week: 30-40

Job Location: Florida Keys, Florida

Salary: UNPAID (see description)

Desired Major(s): Marine Science, Coastal Marine and Wetland Studies, Biology

How to Apply: Applicants must complete the online application form at

<http://www.mote.org/index.php?src=forms&ref=Mote%20College%20Intern%20Program&submenu=Education> and submit a one-to-two page Statement of Interest, a resume or CV, unofficial college transcript, and at least one letter of recommendation to be considered for an internship. Additional materials must be submitted if applicants wish to be considered for a Mote intern scholarship. More detailed instructions for preparing and submitting these materials are provided on the application form. **Deadline to apply** is _____

Company Name: Mote Marine Laboratory Sea Turtle Conservation and Research Program

Job Title: Sensory Biology & Behavior Intern

Description: This program focuses on sensory and cognitive processes and capabilities in a variety of marine animals. Many marine animals face losses of sensory information due to natural and human-induced environmental changes, which can impact their ability to find food or mates and avoid predators. The practices involved in fish farming can result in animals learning to feed differently than their wild counterparts, which may impact their survival. Interns will participate in laboratory-based research on feeding behavior in fish, using methods such as high-speed videography. Other ongoing projects include assessing the impacts of environmental contaminants, climate change, or the hatchery-raising of fish. Students with advanced biology coursework and computer experience preferred.

Work Hours: Monday – Friday, 8 am – 5 pm with occasional long hours and weekends.

Mote Internships allow college students and recent college graduates to gain valuable hands-on experience in Ocean Science research, conservation, education and support services. Internships are available in most departments in the laboratory. About 150 college students and recent college graduates participate in this program annually.

Dates: Intern orientations/start dates are on Mondays unless it's a holiday. Prospective interns should select sessions based on their dates of availability.

Internship Session & Start Dates

Fall: August, September, or October 2013

Winter: November and December, 2013 and January 2014

Application Deadline: June 15, 2013

Application Deadline: September 15, 2013

Notification Period: Early-mid July 2013

Notification Period: Early-mid October 2013

Duration: We ask for a minimum 10 week commitment (unless otherwise stated in the program description), and most internships are 10-14 weeks long. They can be longer with prior approval from your program manager.

Internship Areas and Intern Duties: Interns normally work 40 hours per week and follow laboratory rules and regulations. Occasionally longer hours, weekends and/or nights may be required. Dress for most internships is casual with appropriate laboratory/field apparel and footwear. Positions in some divisions may require more professional attire.

Eligibility: Applicant must be enrolled in an accredited university or college program at the undergraduate or graduate level **OR** be a recent college graduate to be eligible to apply for a Mote internship. Students must have a minimum GPA of 2.5 on a 4.0 scale. International applicants must speak English fluently.

Financial Support: Due to Mote's status as a non-profit research institution, positions offered by the Mote College Intern Program are unpaid. However, a limited number of scholarships are available to partially support the cost of living expenses and are described at this [page](#). Candidates must exhibit financial need and meet a minimum GPA requirement of 3.20 on a 4.0 scale to apply. Only candidates having a U.S. Social Security Number are eligible to apply for intern scholarships.

Research Experience for Undergraduates: Mote is also a host site for the National Science Foundation's Research Experiences for Undergraduates (REU) Program. This is a **separate** program that offers paid research internships to 10 college undergraduates during a 10-week period in the summer. Information about the Mote REU Program is located at this [page](#).

Housing: Mote is unable to provide or arrange for intern housing. However, once candidates have accepted an internship offer, Mote is able to offer a small list of housing options and can also put interns in communication with one another so that they may arrange for shared housing. Interns should budget for up to \$115/week for housing including utilities.

Local Transportation: Public transportation between Mote and most local areas is available through the Sarasota County Area Transit bus system, a service of the Sarasota County Government. Riders can pay per ride or purchase a 30-day bus pass, currently \$50 (but check their website for updates). Also, sarasota.craigslist.org is a great resource for finding bicycles for sale. Interns are responsible for providing or making arrangements for daily transportation to Mote.

Hours Per Week: 30-40

Job Location: 1600 Ken Thompson Parkway, Sarasota, FL

Salary: UNPAID (see description)

Desired Major(s): Biology, Marine Science, Computer Science

How to Apply: Applicants must complete the online application form at

<http://www.mote.org/index.php?src=forms&ref=Mote%20College%20Intern%20Program&submenu=Education> and submit a one-to-two page Statement of Interest, a resume or CV, unofficial college transcript, and at least one letter of recommendation to be considered for an internship. Additional materials must be submitted if applicants wish to be considered for a Mote intern scholarship. More detailed instructions for preparing and submitting these materials are provided on the application form. **Deadline to apply** is _____

Company Name: Mote Marine Laboratory Sea Turtle Conservation and Research Program

Job Title: Shark Behavioral Ecology Intern

Description: This program uses a variety of electronic tags (with a focus on accelerometers) to study the movement, behavior, and energy use of various shark and ray species. Applicants should be highly motivated and prepared to spend long hours in front of a computer analyzing data, learning new analytical skills, reading scientific papers, and summarizing conclusions in a coherent written format. Duties will also include downloading/synchronizing/preparing tags for deployment, and occasionally working with animals in the field or in our Marine Experimental Research Facility (MERF). Applicants should have a record of academic excellence as undergraduates and a strong interest in pursuing graduate school in the natural sciences. Experience with analytical computer software, digital photography, and/or electronics is helpful, as is field experience (snorkeling/boating), and any past research experience. Excellent organizational skills, the ability to work independently, and meticulous attention to detail will be the most important skills required for this project. Please submit two (2) letters of recommendation with your application.

Work Hours: Monday – Friday, 8 am – 5 pm with occasional long hours and weekends.

Mote Internships allow college students and recent college graduates to gain valuable hands-on experience in Ocean Science research, conservation, education and support services. Internships are available in most departments in the laboratory. About 150 college students and recent college graduates participate in this program annually.

Dates: Intern orientations/start dates are on Mondays unless it's a holiday. Prospective interns should select sessions based on their dates of availability.

Internship Session & Start Dates

Fall: August, September, or October 2013

Winter: November and December, 2013 and January 2014

Application Deadline: June 15, 2013

Application Deadline: September 15, 2013

Notification Period: Early-mid July 2013

Notification Period: Early-mid October 2013

Duration: We ask for a minimum 10 week commitment (unless otherwise stated in the program description), and most internships are 10-14 weeks long. They can be longer with prior approval from your program manager.

Internship Areas and Intern Duties: Interns normally work 40 hours per week and follow laboratory rules and regulations. Occasionally longer hours, weekends and/or nights may be required. Dress for most internships is casual with appropriate laboratory/field apparel and footwear. Positions in some divisions may require more professional attire.

Eligibility: Applicant must be enrolled in an accredited university or college program at the undergraduate or graduate level **OR** be a recent college graduate to be eligible to apply for a Mote internship. Students must have a minimum GPA of 2.5 on a 4.0 scale. International applicants must speak English fluently.

Financial Support: Due to Mote's status as a non-profit research institution, positions offered by the Mote College Intern Program are unpaid. However, a limited number of scholarships are available to partially support the cost of living expenses and are described at this [page](#). Candidates must exhibit financial need and meet a minimum GPA requirement of 3.20 on a 4.0 scale to apply. Only candidates having a U.S. Social Security Number are eligible to apply for intern scholarships.

Research Experience for Undergraduates: Mote is also a host site for the National Science Foundation's Research Experiences for Undergraduates (REU) Program. This is a **separate** program that offers paid research internships to 10 college undergraduates during a 10-week period in the summer. Information about the Mote REU Program is located at this [page](#).

Housing: Mote is unable to provide or arrange for intern housing. However, once candidates have accepted an internship offer, Mote is able to offer a small list of housing options and can also put interns in communication with one another so that they may arrange for shared housing. Interns should budget for up to \$115/week for housing including utilities.

Local Transportation: Public transportation between Mote and most local areas is available through the Sarasota County Area Transit bus system, a service of the Sarasota County Government. Riders can pay per ride or purchase a 30-day bus pass, currently \$50 (but check their website for updates). Also, sarasota.craigslist.org is a great resource for finding bicycles for sale. Interns are responsible for providing or making arrangements for daily transportation to Mote.

Hours Per Week: 30-40

Job Location: 1600 Ken Thompson Parkway, Sarasota, FL

Salary: UNPAID (see description)

Desired Major(s): Biology, Marine Science

How to Apply: Applicants **must** complete the online application form at

<http://www.mote.org/index.php?src=forms&ref=Mote%20College%20Intern%20Program&submenu=Education> and submit a one-to-two page Statement of Interest, a resume or CV, unofficial college transcript, and at least one letter of recommendation to be considered for an internship. Additional materials must be submitted if applicants wish to be considered for a Mote intern scholarship. More detailed instructions for preparing and submitting these materials are provided on the application form. **Deadline to apply** is _____

Company Name: Mote Marine Laboratory Sea Turtle Conservation and Research Program

Job Title: Stranding Investigations Intern

Description: This program provides response to reports of marine mammal and sea turtle strandings 24-hours a day, seven (7) days a week. Our response area is within the coastal waters of central southwest Florida. The program offers logistical support and assistance to state biologists in the verification, rescue and recovery of sick, injured or dead manatees. Live and dead cetaceans (whales and dolphins) and sea turtles are rescued and/or recovered and transported to Mote for rehabilitation or detailed post-mortem examination. Interns will assist in responding to stranding calls, documenting stranding events and collecting samples and data. Interns will also assist researchers and program staff with other projects, such as sample processing, assisting in the Ruth DeLynn Cetacean Osteological Collection and general maintenance of stranding equipment. This position will involve both laboratory and field work assisting in the recovery and examination live and dead stranded animals. The majority of stranded animals reported are dead, beach-cast animals. Stranding response often occurs after hours and weekends, so interns should be prepared to work outside of normal business hours. Basic skills required are the ability to work independently, lift 50 pounds comfortably, follow procedural instructions and collect and record detailed information. Field and laboratory work will involve strenuous working conditions, including working in close proximity to and assisting with the sampling of large dead animals. A valid Florida Class E driver's license or equivalent is required. While all levels are welcome to apply, upper-level college students with a strong biology background and field experience will be given preference.

Work Hours: In office five (5) days per week (including at least one weekend day), eight (8) hours per day (with occasional longer hours).

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Dates: Intern orientations/start dates are on Mondays unless it's a holiday. Prospective interns should select sessions based on their dates of availability.

Internship Session & Start Dates

Fall: August, September, or October 2013

Winter: November and December, 2013 and January 2014

Application Deadline: June 15, 2013

Application Deadline: September 15, 2013

Notification Period: Early-mid July 2013

Notification Period: Early-mid October 2013

Duration: We ask for a minimum 10 week commitment (unless otherwise stated in the program description), and most internships are 10-14 weeks long. They can be longer with prior approval from your program manager.

Internship Areas and Intern Duties: Interns normally work 40 hours per week and follow laboratory rules and regulations. Occasionally longer hours, weekends and/or nights may be required. Dress for most internships is casual with appropriate laboratory/field apparel and footwear. Positions in some divisions may require more professional attire.

Eligibility: Applicant must be enrolled in an accredited university or college program at the undergraduate or graduate level **OR** be a recent college graduate to be eligible to apply for a Mote internship. Students must have a minimum GPA of 2.5 on a 4.0 scale. International applicants must speak English fluently.

Financial Support: Due to Mote's status as a non-profit research institution, positions offered by the Mote College Intern Program are unpaid. However, a limited number of scholarships are available to partially support the cost of living expenses and are described at this [page](#). Candidates must exhibit financial need and meet a minimum GPA requirement of 3.20 on a 4.0 scale to apply. Only candidates having a U.S. Social Security Number are eligible to apply for intern scholarships.

Research Experience for Undergraduates: Mote is also a host site for the National Science Foundation's Research Experiences for Undergraduates (REU) Program. This is a **separate** program that offers paid research internships to 10 college undergraduates during a 10-week period in the summer. Information about the Mote REU Program is located at this [page](#).

Housing: Mote is unable to provide or arrange for intern housing. However, once candidates have accepted an internship offer, Mote is able to offer a small list of housing options and can also put interns in communication with one another so that they may arrange for shared housing. Interns should budget for up to \$115/week for housing including utilities.

Local Transportation: Public transportation between Mote and most local areas is available through the Sarasota County Area Transit bus system, a service of the Sarasota County Government. Riders can pay per ride or purchase a 30-day bus pass, currently \$50 (but check their website for updates). Also, sarasota.craigslist.org is a great resource for finding bicycles for sale. Interns are responsible for providing or making arrangements for daily transportation to Mote.

Hours Per Week: 30-40

Job Location: 1600 Ken Thompson Parkway, Sarasota, FL

Salary: UNPAID (see description)

Desired Major(s): Biology, Marine Science, Coastal Marine and Wetland Studies

How to Apply: Applicants **must** complete the online application form at

<http://www.mote.org/index.php?src=forms&ref=Mote%20College%20Intern%20Program&submenu=Education> and submit a one-to-two page Statement of Interest, a resume or CV, unofficial college transcript, and at least one letter of recommendation to be considered for an internship. Additional materials must be submitted if applicants wish to be considered for a Mote intern scholarship. More detailed instructions for preparing and submitting these materials are provided on the application form. **Deadline to apply** is _____

Company Name: Myrtle Beach Area Chamber of Commerce

Job Title: Festivals and Events Intern

Description: Several Interns needed. Duties: Administrative support for the Coordinator and Manager to include clerical/general office duties; Microsoft Word, Excel, Publisher knowledge; run errands (have own transportation); and required to work at events on weekends. This is a very professional and friendly atmosphere.

Hours Per Week: 10-20, flexible schedule, Monday-Friday, anytime between 8 am – 5 pm, and some Saturdays and Sundays

Job Location: 1200 North Oak St., Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Marketing, Communication, Management, Resort Tourism Management, Recreation and Sport Management, but all majors welcome to apply.

How to Apply: E-mail resume to Kema Faulk at kema.faulk@visitmyrtlebeach.com.

Company Name: Myrtle Beach Area Chamber of Commerce

Job Title: Public Relations and Media Communications Intern

Description: Duties: The Public Relations area of the Myrtle Beach Area Chamber of Commerce/CVB, located on Oak Street in the heart of Myrtle Beach, offers internship opportunities throughout the year for enthusiastic and hardworking students interested in learning how to coordinate public relations/communications, to support the Marketing Department's goals and to manage and generate publicity for the Myrtle Beach area. Interns will learn how PR works when marketing a tourism destination such as Myrtle Beach. Interns will have the opportunity to interact with national travel media, create itineraries for journalists that visit the Myrtle Beach area, edit press releases and assist in maintaining, and distributing media materials including; press kits, media contact list, stock video footage, virtual press kits, photography, internet media, etc. Interns will also be involved in the departments social media outreach on Twitter, Facebook, etc. Intern will also be involved in PR efforts with major events and media activities. **Requirements:** A third or fourth year student who is currently enrolled in a college or university, or someone who has recently graduated in the last 6 months; have a cumulative GPA of 2.5 or greater; be available for an internship period of at least three months; have a reliable mode of transportation; have excellent oral and written communication skills (you may be asked to provide a writing sample); and be proficient in all Microsoft Office programs especially Outlook, Word, and Excel.

Hours Per Week: 10-20, flexible schedule

Job Location: 1200 North Oak St., Myrtle Beach, SC

Salary: UNPAID, will receive college credit for your experience.

Desired Major(s): Marketing, Communication, Business Administration, Writing, English

How to Apply: E-mail resume to Shirley Landry at shirley.landry@visitmyrtlebeach.com.

Company Name: Myrtle Beach Body Fitness

Job Title: Fitness Intern

Description: Several Interns needed. The Interns have and always will get a top notch experience with us. We pride ourselves on providing a hands-on internship to future fitness professionals. Duties include, but not limited to: training, sales, consultations, client relations, cleaning, fitness marketing and advertising, event promotions, running boot camps, etc.

Hours Per Week: 30-40, flexible schedule

Job Location: 2252 Hwy. 501 East, Conway, SC

Salary: UNPAID

Desired Major(s): Exercise and Sport Science, Health Promotion, Management, Marketing, Business Administration, Recreation and Sport Management, Resort Tourism Management

How to Apply: E-mail resume to Adam Rice at adam@beach-bodyfitness.com.

Company Name: Myrtle Beach State Park

Job Title: Assistant Park Ranger Intern

Description: Duties: Assist the park rangers with the day-to-day operations of the park. This could include assisting with the opening and closing of locations, patrols of the park, management of the camping facilities, routine paperwork, staffing various locations, ranger projects, and maintenance projects.

Hours Per Week: 10-20 or 30-40, flexible schedule, 6 am – 8 pm

Job Location: 4401 South Kings Hwy., Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Recreation and Sport Management

How to Apply: E-mail resume to Amanda Jenkins at ajenkins@scprt.com.

Company Name: Myrtle Beach State Park

Job Title: Marine Educator Intern

Description: Seeking friendly, outgoing, and enthusiastic Intern who likes working in a creative environment while teaching park visitors about the natural resources of Myrtle Beach State Park. Must enjoy working with people of all ages, especially kids. Duties may include teaching or helping with programs; feeding aquariums; working with reptiles; operating

the Nature Center; creating educational activities and materials; preparing for large special events; and maintaining the Nature Center. Scheduled work hours will be Tuesday-Saturday, between 9 am – 5 pm. The Intern must spend a minimum of three (3) hours at the site per visit.

Hours Per Week: 10-20 or 30-40 (see description)

Job Location: 4401 South Kings Hwy., Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Marine Science, Biology, Chemistry, Physics, Interdisciplinary Studies, Education, Communication

How to Apply: E-mail resume to Ann Malys Wilson at awilson@scprt.com.

Company Name: Myrtle Beach State Park Nature Center

Job Title: Educational Intern

Description: Duties: Assist with school and public natural history educational programs; maintain saltwater aquarium and reptiles; staff the Nature Center; and help with various resource management projects.

Hours Per Week: 10-20 or 30-40, flexible schedule, Tuesday-Saturday, 9 am - 5pm

Job Location: 4401 South Kings Hwy., Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Recreation and Sport Management, Recreation, History, Education

How to Apply: E-mail resume to Ann Malys Wilson at awilson@scprt.com.

Company Name: Naval Oceanographic Office (NAVOCEANO)

Job Title: Department of Defense “SMART” Scholarship Program

Description: SMART provides full scholarships, stipends, and internships to top-notch students working on B.S., M.S., and Ph.D. degrees in return for the student going to work at a Department of Defense organization after they graduate. While benefits may be adjusted for future awards, in the past SMART has paid for tuition, books, health insurance, and provided a stipend ranging from \$20K-\$40K per year. Sponsoring facilities, such as Naval Oceanographic Office (NAVOCEANO), provide summer internships and a job after graduation – in the case of NAVOCEANO, applying ocean sciences and technology to solve real-world problems. The student must be a U.S. citizen. SMART is a valuable opportunity for students who are currently undergraduates or graduate students, as well as graduating seniors who may be interested in pursuing a Master’s or Doctorate degree in Science, Math, or Engineering.

For students who are not familiar with NAVOCEANO, we are a mostly civilian (750 people) organization located at Stennis Space Center on the Mississippi Coast approximately 45 minutes northeast of New Orleans. NAVOCEANO applies ocean and geospatial sciences and engineering to support Navy operations. This includes work in physical oceanography, hydrographic/bathymetric surveying, nearshore dynamics, underwater acoustics, marine geology and geophysics, remote sensing, numerical modeling, computer science, applied mathematics, and more.

Hours Per Week: 30-40

Job Location: 1002 Balch Boulevard, Stennis Space Center, MS

Salary: See Description.

Desired Major(s): Marine Science, Coastal Marine and Wetland Studies, Physics, Applied Mathematics, Computer Science, Engineering, Biology

How to Apply: Apply online at <http://smart.asee.org/apply>. The application period is open until 5:00 pm on **December 16, 2013**. Awards for the 2014-2015 academic year will be made in Spring 2014. Please direct any questions to James Rigney, Chief Scientist, at james.rigney@navy.mil.

Company Name: NC Aquarium on Roanoke Island

Job Title: Education Intern

Description: Interns are an integral part of the NC Aquarium’s Education team. Responsibilities include, but are not limited to: setting up, announcing, and showing educational videos; conducting public programs on various marine/aquatic topics (sea turtles, sharks, alligators, river otters, jellyfish, wetlands, beachcombing, marine mammals, etc.); handling live animals; staffing discovery carts; monitoring visitor behavior and answering questions at the touch tanks; and being on the floor interacting with Aquarium visitors. Each intern will complete a project during his or her 10-week internship. Projects will be conceived, designed and presented by the intern per the approval of permanent staff. The Education curator or the full-time Educators will assign additional responsibilities and projects.

Qualifications: Applicants should be articulate; have good public speaking and organizational skills, and interact positively with the general public, children, co-workers, and volunteers. Candidates should be majoring in Biology, Marine Sciences, Natural Resources, Environmental Education, Parks and Rec., or a related field. A flexible schedule is required. Prior experience working with the public and a working knowledge of Outer Banks flora and fauna are preferred, but not required.

Duration: 10 week positions (start/end dates are flexible); Minimum of 20 hours per week; and some evening, weekend, and holiday work required.

Hours Per Week: 20-40

Job Location: 374 Airport Road, Manteo, NC

Salary: UNPAID

Desired Major(s): Biology, Marine Science, Coastal Marine and Wetland Studies, Environmental Education, Recreation and Sport Management

How to Apply: For an application, please email the Volunteer Coordinator at Shannon.Brooks@ncaquariums.com, OR call (252) 473-3494, ext. 254. You must be at least 18 years old to apply for any of our Unpaid internship positions. Once you receive your application, you will need to send your application materials, along with a cover letter and resume to the address below:

NC Aquarium on Roanoke Island

Attn: Shannon Brooks

P.O. Box 967

Manteo, NC 27954

Company Name: NC Aquarium on Roanoke Island

Job Title: Special Activities Intern

Description: Instructors are a vital component of the Aquarium education experience. Our goal is to change visitors' lives for the better by increasing their self-worth and their ability to work together with others, while emphasizing their natural environment. You will be teaching pre-approved curriculum, facilitating teambuilding, and conducting indoor and outdoor activities through programs such as summer camps, kayak eco-tours, beach ecology trips, marsh explorations, animal feeding programs, themed birthday parties, and overnight stays at the Aquarium.

Qualifications: A successful candidate must:

*Have the desire to teach all ages.

*Love working with children.

*Be willing and able to relate to the public and tolerate large groups.

*Exhibit excellent customer service skills.

*Have a desire and ability to work in the outdoors in all kinds of weather!

*Be a self-motivated worker who is able to work independently, but also be able to accept supervision and guidance.

*Be flexible and able to quickly adapt to a variety of situations!

*Be a person of excitement, patience, fun, and stamina, and possess an ability to laugh at yourself.

*Be a student or recent graduate who is over 18 years of age and is seeking work experience.

Duration: Negotiable, (start/end dates are flexible); and some evening, weekend, and holiday work required.

Hours Per Week: 20-40

Job Location: 374 Airport Road, Manteo, NC

Salary: UNPAID

Desired Major(s): All

How to Apply: For an application, please email the Volunteer Coordinator at Shannon.Brooks@ncaquariums.com, OR call (252) 473-3494, ext. 254. You must be at least 18 years old to apply for any of our Unpaid internship positions. Once you receive your application, you will need to send your application materials, along with a cover letter and resume to the address below:

NC Aquarium on Roanoke Island

Attn: Shannon Brooks

P.O. Box 967
Manteo, NC 27954

Company Name: New England Aquarium

Job Title: Aquarist Intern

Description: Assist staff Aquarists with animal husbandry responsibilities of the New England Aquarium's exhibits, including feeding of fish, maintaining aquarium systems and other routine duties related to animal care. Placements include: Temperate Gallery, Freshwater Gallery, Cold Marine Gallery, Tropical Gallery, Wet Lab/Tidepool, and the West Wing (including the Trust Family Foundation Shark and Ray Touch Tank).

Responsibilities: Daily care, maintenance and appearance of gallery including food preparation and feeding. Take and record temperatures. Observe fish and report unusual behaviors. Siphon tanks, wash sand and clean filters. Special projects as needed, which may include library research, net repair and exhibit building.

Qualifications: Biology, marine science or animal science major preferred. Previous experience with animals desired. This position requires physical labor. Applicant must be able to lift 50 pounds.

Special Instructions: Please list in your cover letter your preferred placement sites. Choose from: Temperate Gallery, Freshwater Gallery, Cold Marine Gallery, Tropical Gallery, Wet Lab/Tidepool.

Hours Per Week: At least two full days per week, 8:00 am – 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

Send your application materials to:

Volunteer Programs and Internships Office
New England Aquarium
Central Wharf
Boston, MA 02110-3108

The Decision Process: You will receive an email confirmation of our receipt of your application materials. **We regret that we are unable to respond to status inquiries over the phone.** Applications will continue to be accepted until all positions are filled, but we will begin reviewing applications immediately after the priority deadline. If selected, candidates will be invited for interviews with representatives from the Volunteer Programs and Internships Office, followed by a second interview with the department(s) applied to.

For More Information: If you have any questions about our internship program, take a look at our **Frequently Asked Questions** at http://www.neaq.org/get_involved/volunteering_and_internships/internships/Internship_FAQs.php. Please call Volunteer Programs and Internships Office at (617) 973-5235 or contact us at vols@neaq.org if you need further assistance.

Company Name: New England Aquarium

Job Title: Penguin Colony Intern

Description: Assist staff Aquarists with animal husbandry responsibilities of the New England Aquarium's Penguin Colony, which includes African, Rockhopper and Little Blue penguins.

Responsibilities: Prepare food for penguins and the Giant Ocean Tank. Maintain food preparation area. Clean the penguin exhibit and support area, including washing islands, scrubbing algae/guano. Feed penguins and record daily intake for individual birds. Maintain observation records.

Qualifications: Biology, marine science or animal science major preferred. Previous experience with animals desired. This position requires physical labor including crawling, lifting, bending, reaching, rock climbing and scrubbing. This position involves heavy cleaning duties. Requires standing in 50-60 degree F water for at least 5-6 hours. Because of the physical demands, this position may be difficult for people with active or former knee injuries. Applicant must be able to lift 50 pounds, and must be at least 5'4" in order to stand in the exhibit. Wool socks are recommended.

Please Note: In general, research proposals will not be accepted.

Hours Per Week: Three (3) days per week, 8:00 am – 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

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Company Name: New England Aquarium

Job Title: Giant Ocean Tank Intern

Description: The intern will provide support to the Giant Ocean Tank Dive Staff and Senior Dive Volunteers in the care and maintenance of the Aquarium's 200,000 gallon, Caribbean reef exhibit. **NOTE:** Due to the upcoming GOT renovation, responsibilities may be different than in past semesters.

Responsibilities: Duties will include daily food preparation, life support maintenance, cleaning of all support areas, G.O.T. surface feedings (barracudas, sea turtles, needlefish, porcupine fish, etc.), assistance in medical and animal acclimation procedures, and diving in the G.O.T. for cleaning and underwater feedings.

Qualifications: Must be at least 18 years old; must be able to lift 50 pounds; and must be SCUBA certified.

Special Requirements: You must be receiving credit for the internship and be available at least three (3) days per week for a period of at least 12 weeks.

Hours Per Week: At least three (3) full days per week, 8:00 am – 5:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

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Company Name: New England Aquarium

Job Title: Marine Mammal Intern

Description: The Marine Mammal Department maintains two outdoor pinniped exhibits featuring Atlantic harbor seals, California sea lions, and northern fur seals. The Marine Mammal Internship Program is designed to be a career learning experience and is best suited for individuals serious about careers in marine mammal training. Interns assist training staff in all aspects of animal care with a strong emphasis on operant conditioning, training techniques and marine mammal husbandry. Although this position does not involve feeding or training the seals, interns play an integral role assisting staff during training sessions and presentations, and work in close proximity to the animals.

Responsibilities: Interns are incorporated into the daily activities of the Marine Mammal Department including: Diet preparation; cleaning exhibits and behind the scenes areas; scrubbing and disinfecting items used during training sessions; assisting trainers during training sessions and presentations; creating toys for the animals; conducting enrichment sessions; option of speaking in public presentations; and interact informally with Aquarium visitors.

Qualifications: Candidates must be at least 18 years old and have a serious interest in a career in mammal training. Interns must feel comfortable bending and walking on uneven and wet terrain and be able to lift 50 lbs. The job involves a substantial amount of cleaning with various cleaning agents. Our exhibits are outdoors so interns must be comfortable being exposed to all weather conditions.

Hours Per Week: Two (2) to four (4) days per week, 8:00 am – 5:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

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Company Name: New England Aquarium

Job Title: Aquarist Intern, West Wing Special Exhibit

Description: Assist staff Aquarists with animal husbandry responsibilities of the New England Aquarium's special sharks and rays touch tank exhibit, shorebird exhibit, jellies exhibit and all holding areas supporting these exhibits. Duties include maintaining aquarium systems, feeding fish and jellies and possibly the opportunity, at the Aquarist's discretion, to work with amphibians and endangered shorebirds.

Responsibilities: Daily care, maintenance and appearance of all gallery and holding areas including food preparation and feeding. Observe fish, birds, amphibians and inverts and report unusual behaviors. Siphon tanks, clean filters, and maintain live food supplies including crickets, mealworms and algae. Special projects as needed, which may include on-line research and offsite collecting for jellies and fish.

Qualifications: Strong interest in biology, marine science or animals. Previous experience with animals desired, but not required. This position requires physical labor. Applicant must be able to lift 50 pounds.

Hours Per Week: At least two (2) full days per week, 8:00 am – 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

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Company Name: New England Aquarium

Job Title: Aquarist Intern, Quincy Animal Care Center

Description: Assist staff Aquarists with animal husbandry responsibilities of the New England Aquarium's special sharks and rays touch tank exhibit, shorebird exhibit, jellies exhibit and all holding areas supporting these exhibits. Duties include maintaining aquarium systems, feeding fish and jellies and possibly the opportunity, at the Aquarist's discretion, to work with amphibians and endangered shorebirds.

Responsibilities: Daily care, maintenance and appearance of all gallery and holding areas including food preparation and feeding. Observe fish, birds, amphibians and inverts and report unusual behaviors. Siphon tanks, clean filters, and maintain live food supplies including crickets, mealworms and algae. Special projects as needed, which may include on-line research and offsite collecting for jellies and fish.

Qualifications: Strong interest in biology, marine science or animals. Previous experience with animals desired, but not required. This position requires physical labor. Applicant must be able to lift 50 pounds.

Hours Per Week: At least two (2) full days per week, 8:00 am – 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

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For More Information: If you have any questions about our internship program, take a look at our **Frequently Asked Questions** at http://www.neaq.org/get_involved/volunteering_and_internships/internships/Internship_FAQs.php. Please call Volunteer Programs and Internships Office at (617) 973-5235 or contact us at vols@neaq.org if you need further assistance.

Company Name: New England Aquarium

Job Title: Aquarist Intern, Shorebird Exhibit

Description: Assist staff aquarists with the husbandry responsibilities of NEAQ's shorebird exhibit, which features local shorebirds as well as local marine life. Participate in collecting trips for local fish, invertebrates and plants. In addition there may be the opportunity to observe and assist with bird health procedures.

Responsibilities: Daily care and maintenance of exhibits and holding areas, including food preparation and feeding, with a focus on learning the routine care of the shorebird exhibit. Observe birds, fish and inverts and report unusual behaviors. Clean exhibits and filters and maintain live food supplies, including crickets and mealworms. Special projects as needed, including creation of a fish and invert ID book. The intern may also have the opportunity to work with the New England Aquarium's shark and ray touch tank exhibit and jellies exhibit.

Qualifications: Strong interest in biology, marine science or animals. Previous experience with animals, especially birds, strongly preferred. This position requires physical labor. Applicant must be able to lift 50 pounds.

Hours Per Week: At least two (2) full days per week, 8:00 am – 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s):

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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***Current Resume**

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***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

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Company Name: New England Aquarium

Job Title: Aquarist Intern, Wet Lab and Edge of the Sea Exhibit

Description: Basic husbandry for a New England touch tank exhibit, an 800 gallon *Hippocampus erectus* exhibit, a small juvenile fish tank and a 29-tank fish and invertebrate holding room that includes the culturing of cniderian jellies.

Responsibilities: Taking and recording temperatures, managing daily feeding routines, removing and siphoning detritus from all exhibits and holding tanks, cleaning acrylic exhibit windows, interaction with visitors, filter cleanings, small culture water changes, trash removal, small craft projects, collecting animals from the Aquarium docks and the possibility of local New England fish collecting.

Qualifications: The ability to tolerate moderate exposure to 55°F water; the ability to lift and carry 40 lbs; the ability to work independently and as a team; take and carry out multiple instructions in a timely manner, using small ladders and the handling of deceased animals. General knowledge of biology and filtrations system and experience working on small boats in cold weather conditions is helpful.

Hours Per Week: At least two (2) full days per week, 8:00 am – 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s):

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: Aquarist Intern, Freshwater Gallery

Description: Assist staff Aquarists with animal husbandry responsibilities of the New England Aquarium's Freshwater Gallery, including feeding of fish, frogs and snakes, maintaining aquarium systems and other routine duties related to animal care.

Responsibilities: Daily care, maintenance and appearance of the gallery including, food preparation and feeding, removing and siphoning detritus from exhibits and holding tanks, monitoring water levels and water quality, cleaning acrylic exhibit windows, cleaning filters, maintaining live fruit flies, interacting and answering questions from visitors, organizing and cleaning behind the scenes, collecting animals from the Aquarium docks and the possibility of local New England collecting trips.

Qualifications: Comfortable working with large snakes, live food items such as fruit flies, earthworms and black worms and handling deceased animals. The ability to climb multiple flights of stairs; the ability to lift and carry 40 lbs; the ability to work independently and as a team; take and carry out multiple instructions in a timely manner, and using small ladders.

Hours Per Week: At least two (2) full days per week, 8:00 am – 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s):

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: Aquarist Intern, Temperate Gallery

Description: Assist staff with basic husbandry responsibilities of the New England Aquarium's Temperate Gallery, home to the beautiful and ornate sea dragons, playful diamondback terrapins, and the hulking goliath groupers. As the most diverse array of exhibits in the Aquarium including a wide range of water temperatures, types of water, and habitats, working in the Temperate Gallery provides the opportunity to learn a wide variety of duties related to animal care.

Responsibilities: Daily care, maintenance and appearance of the gallery including cleaning exhibit windows, taking and recording temperatures, food preparation and feeding, siphoning detritus from tanks, monitoring water quality, cleaning filters, organizing and cleaning behind the scenes, and collecting animals from the Aquarium docks and local salt marshes for exhibit tanks.

Qualifications: The ability to climb multiple flights of stairs and lift 50 lbs; capable of working independently and as a team; able to take and carry out multiple instructions in a timely manner; comfortable working with live food items such as fruit flies, crickets, and black worms as well as handling deceased animals.

Hours Per Week: At least two (2) full days per week, 8:00 am – 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s):

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

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New England Aquarium

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Company Name: New England Aquarium

Job Title: Community Outreach Intern

Description: Present educational programs to after-school youth groups throughout the Boston area. The office of Community Programs at the New England Aquarium works to extend the Aquarium resources to all Boston youth. We provide free outreaches in the form of traveling exhibits, and complimentary admission to the aquarium. Educators present programs to a wide range of community-based organizations, such as after-school programs, libraries, and hospitals. Our outreaches are designed to increase understanding and awareness of the marine world through education and exposure.

Responsibilities: A team of educators presents hands-on programs, where youth can to explore marine life from baleen and shark jaws to live tidepool animals. Responsibilities include learning and presenting educational programs, interacting with diverse community groups, developing a new outreach curriculum, driving in Boston, handling/transporting tidepool animals and materials, and working with high-school aged teens.

Qualifications: Applicants should have an interest in, education, youth work, marine biology; comfortable speaking to and interacting with children; and interested in environmental issues. Must be at least 18 and have valid driver's license.

Note: If you are eligible for Federal Work Study funds through your college or university, this position may be funded as a paid work-study job.

Hours Per Week: Two (2) to three (3) days per week, 2:00 pm – 6:00 pm, including weekends

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s):

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: Visitor Education Intern

Description: The Visitor Education intern interacts with visitors to the Aquarium to provide informational and entertaining content regarding exhibits, conservation, and the work of the Aquarium in presenting, promoting, and protecting the world of water.

Responsibilities: Interns help to develop programs and presentations that focus on specific topics or exhibits. Primary responsibilities include giving formal and informal presentations on various topics to groups ranging in size from 2-300 and providing educational interpretation to Aquarium visitors; opportunities to work with a wide range of ages from young children to adults; supervising and training volunteers including teen interns while evaluating programs and performance; creative projects such as creating volunteer updates, program development, interpretive plans for exhibits, informational graphics and/or preparing biofacts for the use of interpretation; assisting with special thematic programming (including wearing mascot costumes).

There are also occasional opportunities to interact with other aquarium departments including marine mammals, the Animal Medical Center, Giant Ocean Tank, Family Programs, etc. All interns will be given training in interpretation, public speaking, marine life, and the handling of live animals. Attendance at Aquarium Guide Training is requested.

Qualifications: Coursework in education, human development, drama, or biology. Interest in learning about all aspects of marine life and the oceans is a must. Must have strong interpersonal and communication skills and be capable of both working individually and in a team. Must be willing to interact with large numbers of Aquarium visitors of various ages and willing to handle animals and train others to handle animals. A sense of curiosity and a desire to share with others is a must.

Hours Per Week: Three (3) or four (4) days per week, 9:00 am – 5:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s):

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: Teacher Resource Center: Curriculum Development and Design Intern

Description: At the Teacher Resource Center any educator who works with pre-school through high school students can participate in professional development programs, talk to experienced educators and borrow materials like books, videos, posters, biofacts etc. for free. Undergraduate students, graduate students, or retired teachers can gain experience supporting the professional development programs by updating and redesigning existing curriculum, and creating new curriculum for educators.

Responsibilities: Projects will focus on science curriculum development and updating existing resources. Some existing curriculum may take priority based on material popularity but the majority of time can be spent on projects of intern's own interest or specialty.

Qualifications: Strong interest in curriculum development is essential. Background in teaching or experience in curriculum design is preferred. This position is ideal for an education graduate student with an interest in marine science, or for a retired teacher interested in continuing their educational career.

Hours Per Week: At least two (2) days per week, flexible hours

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: Marine Science Summer Camp Intern

Description: Responsibilities: Develop a skill set that includes organizing science-based activities, games, arts and craft projects, and program development that allows interns to gain experience in working with school-aged children; supervise small groups on day and night hikes, and tidepool exploration; develop and initiate games and activities; assist in ensuring the safety of all camp participants; lead groups through galleries and exhibits in the main building at the Aquarium; assist with the preparation, and clean up of field gear and equipment; manage with the inventory of equipment, supplies and food for day and overnight camping trips; document activities through the use of videos and photography for further use in New England Aquarium publications, marketing tools and web site.

Qualifications: Strong desire to work with children between the ages of 8 and 15 preferred and a desire to mentor teenage Counselors in Training; possess a high degree of self-motivation and initiative; Background in marine biology, ecology, environmental studies, education or related field preferred; must be at least 18 years of age and have completed freshman year in college required; Ability to work with others and take direction; reliability, flexibility, positive attitude and sense of humor strongly recommended; willingness to actively encourage camper's learning; Lifeguard, first aid, CPR certification highly preferred; Proficiency in foreign language desirable; must pass mandatory state and national level CORI and SORI background checks required. Must be comfortable working outside for long periods of time, hiking, camping and outdoor living experience very helpful.

Hours Per Week: June 18- August 24, 2013, Monday-Friday, 8:00 am – 6:00 pm, with Thursday overnights. One weekend overnight commitment is required on June 30th to July 1st for staff training.

***Note:** Commitment may be expanded to include weeklong trips out at sea onboard a schooner or traveling and camping in Maine. Gain valuable marine science experience and acquire outdoor teaching and leadership skills while you support the Harbor Discoveries Camp program. Outdoor education interns alongside instructional and administrative staff will help manage this well regarded environmental education program from beginning to end.

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: School Programs Curriculum Development and Evaluation Intern

Description: At the New England Aquarium our educators reach more than 30,000 school age children a year through programs both on-site and in the community. We deliver more than 10 different programs ranging in topics from tidepool animals to fisheries management. Undergraduate and graduate students can gain experience with an informal education experience and provide needed support for program planning and evaluation.

Responsibilities: Projects will focus on informal program support through hands-on assistance and back-office work. Project priority is to watch and record program delivery from a variety of educators and evaluate message and content of each outreach program.

Qualifications: Strong interest in curriculum development is essential. Background in teaching or experience in curriculum design is preferred. This position is ideal for an education graduate student with an interest in marine science and/or informal science education.

Hours Per Week: Two (2) to four (4) days per week, approximately 9:00 am to 5:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: American Lobster Aquaculture Intern

Description: American lobsters are a cultural icon and one of the most important fisheries in New England. But did you know it takes a lobster 7 years to grow to 1 pound (the legal harvest size)? At the New England Aquarium, larval and juvenile lobsters are raised in a small hatchery and then used in experiments, which have focused on growth, nutrition, and disease.

Responsibilities: Must have a desire to learn how to care for hundreds of juvenile lobsters in a small research setting. Daily tasks include observing, recording data, and feeding all lobsters in the research collection, collecting and counting newly hatched larvae, changing filters, and cleaning tanks. Opportunities to become a more active participant in ongoing research may become available, but are subject to current progress, research scope, and supervisor discretion.

Qualifications: Strong interest in working with animals in a research environment. Must have basic computer skills, be able to follow written protocols, and work independently. Must be comfortable working in a wet laboratory environment, and willing to get dirty. Good attention to detail is essential. Prior lobster experience is not necessary.

Hours Per Week: At least two full days per week, 8:00 am – 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: Sustainable Seafood Programs Intern

Description: The New England Aquarium's Conservation Department aims to integrate scientific information, public outreach and policy initiatives to effect lasting change in the ocean environment. Major emphases within the department at this time include sustainable seafood corporate advisory work, outreach and education about sustainable seafood, marine conservation films, and innovative marine conservation initiatives around the world, including the development of marine protected areas.

Responsibilities: Conduct internet-based research on individual fish species. Keep track of and summarize various periodicals and online news resources. Support in organizing files and miscellaneous inventory. Support development of web-based and printed collateral materials. Research and gather information on sustainable seafood programs for white-tablecloth restaurants. Edit and proof read reports developed internally. Other miscellaneous duties in support of Conservation Department initiatives.

Qualifications: BA degree or higher preferred but will consider motivated, upper level BA degree candidates. Must have an interest in marine conservation and fisheries/aquaculture issues. Strong organizational and communication skills are required. Highly computer literate, including familiarity with Microsoft programs and internet-based research skills. Proficiency with Microsoft Access a plus. Professionalism and comfort working independently in an office environment are required.

Hours Per Week: Two (2) to three (3) days per week, 9:00 am - 5:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: Research Intern -LNG Work and Bycatch Survivability Research Program

Description: Many research programs are housed at the New England Aquarium. One such area of focus is bycatch. Bycatch is the accidental capture of untargeted species by fishermen, and is one of the greatest threats facing many endangered marine animals.

Responsibilities: Accompany and assist research team during field investigations of the biological impacts associated with the liquid natural gas (LNG) facilities in Massachusetts Bay. Assist research scientists with the mining, exploring and analyzing of data sets that relate to the physiological stress response in sharks and other fish (in response to human induced stressors). These responsibilities are essential components in ongoing research projects that we ultimately aim to publish. Other duties include organizing and maintaining these data in a manner most conducive to later accessibility (e.g. spreadsheets), and corresponding with outside researchers about accessing auxiliary (public) data sets.

Qualifications: Applicant must be experienced and comfortable working in a boat in the field environment. Applicant should be organized and motivated with the ability to work independently. Person will be able to understand instructions rapidly. Experience working with MS Excel and undergraduate statistical coursework required. Marine-oriented research experience highly preferred. Interest in wildlife veterinary/animal health, fisheries biology and/or applied fish physiology will make the experience more worthwhile for applicants. At least upper level undergraduate, but post-graduate applicants preferred. When applying, please provide a description of how you meet the above requirements in your cover letter.

Hours Per Week: At least three (3) full days per week (includes on and off-site work)

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: Phoenix Islands Protected Area Intern

Description: The New England Aquarium's Conservation Department aims to integrate scientific information, public outreach and policy initiatives to effect lasting change in the ocean environment. Major emphases within the department at this time include sustainable seafood corporate advisory work, outreach and education about sustainable seafood, marine conservation films, and innovative marine conservation initiatives around the world, including the development of marine protected areas.

Responsibilities: Research and gather information and create annotated bibliographies and draft review papers on marine mammals in the Phoenix Islands and on tuna in the Phoenix Islands. Some offsite travel to libraries and museums may be required. Develop content for the Phoenix Islands Protected Area website, Facebook page, and for use for main building education of visitors. Other miscellaneous duties in support of Conservation Department initiatives.

Qualifications: Bachelors degree and, some Master's level work preferred. Upper level undergraduates may be considered. Must have an interest in marine conservation. Strong organizational and communication skills are required. Highly computer literate, including familiarity with Microsoft programs and internet-based research skills. Proficiency with online scientific literature databases and searches and the program EndNote a plus. Professionalism and comfort working independently in an office environment are required.

Hours Per Week: Two (2) full days per week, 9:30 am to 4:30 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

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Company Name: New England Aquarium

Job Title: Marine Mammal & Sea Turtle Rescue Intern

Description: Marine Animal Rescue responds to calls to provide medical treatment for whales, dolphins, porpoises, seals and sea turtles. Established in 1968, the Marine Animal Rescue Team has responded to thousands of calls providing medical treatment to stranded, injured and diseased marine animals throughout the New England coastal region. Interns provide support for Rescue staff in all aspects of the program.

Responsibilities: A significant amount of cleaning is required in order to maintain the hospital environment. Additional responsibilities include following standard quarantine protocols, food prep, feeding, restraining animals for treatments and injections, monitoring behavior and health of animals, maintaining records including water quality, daily food intake, swim charts and treatment sheets. Interns may have the opportunity to assist with necropsies and help with animals in the field.

Qualifications: Previous animal handling experience. Must be in good physical condition and able to lift 50 pounds. Must be able to perform significant cleaning tasks daily. Must be able to work independently and as part of a team. Must be at least 18 years of age and have access to a car.

NOTE: This internship is extremely competitive; pay close attention in addressing all of the position requirements and qualifications in your cover letter. You must have your own transportation because this position has moved offsite to our Animal Care Center in Quincy, MA.

Hours Per Week: Two (2) to three (3) full days per week, 8:00 am - 6:00 pm

Job Location: Quincy, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

Send your application materials to:

Volunteer Programs and Internships Office

New England Aquarium

Central Wharf

Boston, MA 02110-3108

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For More Information: If you have any questions about our internship program, take a look at our **Frequently Asked Questions** at http://www.neaq.org/get_involved/volunteering_and_internships/internships/Internship_FAQs.php. Please call Volunteer Programs and Internships Office at (617) 973-5235 or contact us at vols@neaq.org if you need further assistance.

Company Name: New England Aquarium

Job Title: Marine Mammal & Sea Turtle Necropsy Intern

Description: Established in 1968, the Marine Animal Rescue Team has responded to thousands of calls providing medical treatment to sick and injured whales, dolphins, porpoise, seals and sea turtles throughout the New England coastal region. The rescue team is also committed to advancing stranding science through post-mortem investigation into the cause of strandings and/or disease of local marine animal populations.

Responsibilities: The intern will work closely with the Necropsy Biologist and assist in necropsies of stranded marine animals in the lab and in the field. A significant amount of cleaning is required in order to maintain a clean laboratory environment. Additional responsibilities included frozen tissue sample organization, skeleton cleaning and preparation, data input and query, and simple data organization. Interns may have the opportunity to assist in research projects. Interns may also have the opportunity to assist with live animal care in the sea turtle hospital and with live animal stranding response.

Qualifications: Must be able to handle the sight of blood and acrid smells. Must be in good physical condition and able to lift 50 pounds. Strong organizational skills are a must. Must be proficient in a data management program (i.e. excel, access or similar). Must be able to perform significant cleaning tasks daily. Must be able to work independently and as part of a team. Must be at least 18 years of age, possess a valid driver's license, and have access to a car.

Hours Per Week: Two (2) to three (3) full days per week, 8:00 am – 6:00 pm

Job Location: Offsite Animal Care Center in Quincy, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

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***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

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Company Name: New England Aquarium

Job Title: Water Quality Analyst Intern

Description: Animals living in the New England Aquarium rely on water to keep them healthy. Our Water Quality Lab staff analyzes environmental elements for all Aquarium exhibits to ensure the appropriate parameters are met to keep exhibits thriving.

Responsibilities: Collaborate with an integrated group of biologists, veterinarians and other animal health staff to monitor optimal habitats for all species of aquarium animals through analysis of water samples and by using equipments such as Hach spectrophotometers, Orion pH meters, Y.S.I. Dissolved Oxygen Meters and titrators.

Qualifications: College student, graduate or equivalent with basic biology or environmental engineering background. Previous experience in a lab helpful, but will train. Must have demonstrated ability to learn quickly and be motivated to work both independently and as part of a team. Applicant must be able to lift 50 pounds.

Hours Per Week: At least two (2) days per week, 8:45 am – 12:30 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

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Company Name: New England Aquarium

Job Title: Aquarium Medical Center Intern

Description: The Aquarium Medical Center (AMC) is the primary workspace for our Animal Health Department. It consists of a hospital ward for sick or injured animals, a surgical suite, radiography room, pharmacy, diagnostic lab, environmental quality lab, and necropsy facility. The Animal Health Department consists of veterinarians, a veterinary technician, marine biologists, a laboratory manager, and an environmental quality manager and technicians.

Responsibilities: Assist the AMC staff in all areas of animal care and medical treatments. As an intern you will assist with preventative medicine, medical treatments, quarantine, pathology, laboratory diagnostics, and data entry under the supervision of the technician or biologists. The intern will gain exposure to a wide variety of the aquarium collection including reptiles, amphibians, fish, and occasionally birds and marine mammals. Interns are expected to produce a 15-30 minute power point presentation and complete assigned projects.

Qualifications: Previous experience with animal care and handling a must. A background in college-level basic sciences, especially biology and zoology, is desired. Candidates must be in good physical condition and be able to lift 50 pounds and must be able work independently.

Hours Per Week: Three (3) full days per week, 8:00 am - 6:00 pm

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

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Company Name: New England Aquarium

Job Title: Development Intern

Description: The New England Aquarium's Development Department manages gifts from individuals, corporations and foundations, as well as individual and corporate memberships, to support operations and programs throughout the Aquarium. The Development Internship is an excellent opportunity for applicants interested in gaining experience in fundraising in a nonprofit or museum setting, and learning how a nonprofit supports itself.

Responsibilities: Support various subdivisions of Development: Membership, Foundation and Government Relations, Individual Giving, Corporation Relations and Donor Relations. Coordinate membership fulfillment and other mailings. Update fundraising database (using Blackbaud Raiser's Edge program) and other information-tracking documents. Gather and compile statistical updates from program staff throughout the Aquarium. Perform online research on funding prospects. Help prepare for and facilitate special events. Help organize files (both electronic and hard files). Various other office related tasks, as assigned.

Special Projects: For applicants interested in gaining grant writing experience (good on your resume!), write and receive feedback on a proposal to a funder, and applicants with Web Design or HTML experience, update Convio pages.

Qualifications: Must be highly attentive to details and an independent self-starter. Familiarity with Microsoft Office programs necessary. Must have confidence interacting with staff at a variety of levels, as well as donors. Because the Development Intern may **interact with** sensitive personal information, a high level of professionalism and discretion are a must.

Hours Per Week: Approximately 8-12 hours per week, Monday-Friday

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s):All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

***Current Resume**

***References:** Two (2) academic, student leadership or professional references.

***College Transcript:** An unofficial transcript is acceptable.

***Letter of Recommendation**

***Questionnaire:** Download the form at http://www.neaq.org/get_involved/volunteering_and_internships/internships/applying_for_an_internship.php.

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Company Name: New England Aquarium

Job Title: Right Whale Research Maine Field Station Culinary Intern

Description: The Aquarium has been studying right whales for over 30 years and annually conducts a field season based in Lubec, Maine in August and September. The research team carries out surveys in the Bay of Fundy collecting photographic and behavioral data used by research scientists for studies involving right whale habitat use, temporal and spatial distribution, mortality, reproduction, health assessment and much more. We are seeking a culinary intern to manage our kitchen and prepare meals for the team.

Responsibilities: This challenging opportunity requires the management and organization of the field station kitchen. This consists of preparing dinner six (6) days per week for a research team of 10-15+ people. Major responsibilities include management of food pantry, fridge, kitchen, and budget. The cook will be expected to be able to accommodate food preferences, individual dietary needs and food allergies of team members. A typical dinner prepared from scratch includes a salad, nutritious entrée and 1-2 side dishes and occasionally a dessert. Typically these duties take 4-5 hours per day. There is one (1) pre-arranged day off per week. Free room and board in group living situation is provided. A modest stipend may be available dependent on funding. Transportation is not provided, however, location is accessible by public transportation or car-pooling.

Qualifications: Previous cooking experience and strong interpersonal skills required. Ability to be flexible and adapt quickly to changing schedule and needs is essential. The candidate will preferably have experience living in a communal situation; be a team player who can work independently once direction is provided, and is well organized. A valid driver's license is required. Driving to grocery shop is a must.

Hours Per Week: 40, nine (9) weeks, full-time

Job Location: Boston, MA

Salary: Academic Credit

Desired Major(s): All

How to Apply: If you are interested in applying for an internship with the Aquarium, please submit **TWO (2)** copies of the following in your application. All materials must be submitted together in one packet. Materials not submitted with the original packet may not be reviewed.

***Cover Letter:** Please tell us about your career goals and what you want to gain from your internship, as well as your qualifications for the position(s). You may apply for up to THREE (3) positions (please list them in order of preference).

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***Letter of Recommendation**

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Company Name: North Carolina Aquarium at Pine Knoll Shores

Job Title: Marine Education Intern

Description: The Intern will be responsible for presenting a variety of educational programs to the public and aquarium visitors. This position will present live animal programs, assist with our free-flighted bird program and on-the-floor education at touch tanks, respond to visitor questions, utilize electronic communication systems, and responsible for working with full-time educators on a variety of special programs and projects. The Intern must be currently enrolled in college or a recent graduate.

Requirements: Excellent written and oral communication skills; interest in presenting public programs; knowledge of North Carolina coastal species and resources; strong interest in working with live animals, especially reptiles and birds; and a current tetanus shot. Prior animal handling and public speaking experience is preferred.

Hours Per Week: 30-40, five (5) days/week with some weekends, evenings, and holidays

Job Location: One Roosevelt Blvd., Pine Knoll Shores, NC

Salary: \$8.25/hr.

Desired Major(s): Marine Science, Biology, Education, Interdisciplinary Studies, Communication

How to Apply: E-mail resume and cover letter stating why you are interested in this position to Windy Arey Kent at windy.arey-kent@ncaquariums.com.

Company Name: North Myrtle Beach Area Historical Museum

Job Title: Exhibit Research Assistant Intern

Description: Several Interns needed. Duties: Use primary and secondary sources; and develop research paper on a specific local topic (examples: Industries; naval stores; fishing; tourism/communities - Cherry Grove, Ocean Drive, Crescent Beach, Windy Hill, Atlantic Beach; regional timeline; Native Americans; S.C. state dance shag and evolution of beach music; slavery; Jim Crow; and desegregation). **Requirement:** Portfolio with samples of writing.

Hours Per Week: 10-20, work schedule to be determined

Job Location: 799 2nd Avenue North, North Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): History, Education, Art

How to Apply: E-mail resume to Jenean Todd at director@NMBmuseum.com.

Company Name: North Myrtle Beach Area Historical Museum

Job Title: Education/Research Intern

Description: Several Interns needed. Duties: Research S.C. curriculum standards for history and science to determine the Museum's best opportunities for programs linked to local history/science topics; and develop 45-minute program with hands-on activity for specific grade level. **Requirement:** Portfolio with samples of writing.

Hours Per Week: 10-20, work schedule to be determined

Job Location: 799 2nd Avenue North, North Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Elementary Education, History, Philosophy

How to Apply: E-mail resume to Jenean Todd at director@NMBmuseum.com.

Company Name: North Myrtle Beach Area Historical Museum

Job Title: Education Outreach Intern

Description: Duties: Develop database of education venues and contacts in Museum's service area to include public/private education, community groups/organizations, hotels/resorts; survey venues for program needs/partnership opportunities; compile data; and present final report to board.

Hours Per Week: 10-20, work schedule to be determined

Job Location: 799 2nd Avenue North, North Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): Marketing, Education, Communication

How to Apply: E-mail resume to Jenean Todd at director@NMBmuseum.com.

Company Name: Office of Representative Tom Rice

Job Title: Congressional Intern

Description: Several Interns needed. Congressman Rice is excited to offer individuals the opportunity to intern in our Washington, DC and District (Myrtle Beach and Florence, SC) offices. An internship in our office offers students the opportunity to gain first-hand knowledge of the inner workings of a Congressional office. This experience will allow individuals to become familiar with the legislative process, to improve office skills, to advance communication skills, and to understand the significant importance of serving the public. These are skills which will prove valuable to any individual pursuing a career in any field.

DUTIES:

- *Assist staff with various office tasks.
- *Answer office phones.
- *Greet and assist customers.
- *Give tours of the U.S. Capitol building.
- *Attend briefings on behalf of staff.
- *Research policy and legislation.
- *Enter constituent inquiries.
- *Help respond to constituent requests.
- *Assist Press Secretary with compiling media clips.
- *Complete assigned long-term intern project.

REQUIREMENT: Must be a college student or graduate.

Hours Per Week: 10-20, flexible schedule

Job Locations: Washington, DC, Myrtle Beach, SC, Florence, SC

Salary: UNPAID

Desired Major(s): Political Science, History, Interdisciplinary Studies, Communication, Management, Marketing, Philosophy

How to Apply: E-mail resume, cover letter, and three (3) letters of recommendation to Heath Wheat at heath.wheat@mail.house.gov. You will also need to complete the online Congressional Internship Application at <https://rice.house.gov/services/internships/congressional-internship-application>.

Company Name: Oklahoma Aquarium

Job Title: Aquarist Intern

Description: The Oklahoma Aquarium offers students the opportunity to get involved with our day-to-day operations and work with staff. Students who participate in our intern programs will receive credit for their time spent at the Oklahoma Aquarium.

Duties include, but are not limited to: Animal husbandry, systems maintenance, plumbing, necropsy, collecting of oral specimens, cleaning, information research, fish disease treatment, and special projects as they arise.

Position specific requirements: Biology major; 2.5 GPA; coursework in any of the following: Biology, Chemistry, Botany, Aquaculture, Vertebrate Zoology, and/or Invertebrate Zoology; prefer experience in home aquariums, animal care, fishing, and plumbing; typically four hour shifts (available shifts are 9:00 am to 1:00 pm, Monday-Friday, and 1:00 pm – 5:00 pm, Monday-Sunday), but must have some flexibility with schedule. Please also submit two letters of recommendation (one professional, one academic).

General Program Requirements and Expectations

- *Currently enrolled in college or vocational program.
- *Major and/or high interest level for the field of the internship in which you are applying.
- *Enthusiasm!
- *Good standing with your school.
- *Must receive some credit for hours worked.
- *Adhere to dress codes and all other rules established for all Oklahoma Aquarium employees and other staff.

Benefits

- *Congenial working environment.
- *College credit.
- *References and recommendations.
- *Opportunity to work in a world-class aquatic facility.

Hours Per Week: 10-20 or 30-40, flexible schedule

Job Location: 300 Aquarium Drive, Jenks, Oklahoma

Salary: UNPAID

Desired Major(s): Marine Science, Biology, Chemistry, Biochemistry, Physics, Geology, Environmental Science, Interdisciplinary Studies

How to Apply: E-mail resume and transcripts to Ann Money at amoney@okaquarium.org.

Company Name: Oklahoma Aquarium

Job Title: Science Education Intern

Description: The Oklahoma Aquarium offers students the opportunity to get involved with our day-to-day operations and work with staff. Students who participate in our intern programs will receive credit for their time spent at the Oklahoma Aquarium. Learning is fun! Working closely with the Education department to generate understanding and appreciation for the underwater world.

Duties include, but are not limited to: Research animal information, write animal fact sheets, plan banquets and events, assist with volunteer program materials and training, give presentations to school groups, write curriculum, prepare educator workshops, assist with program development, write material for graphic panels, and have fun!

Specific program requirements: Interest/major in Biology and/or Education; 2.5 GPA; coursework and experience in public speaking; computer skills in Word, Excel, and Internet; excellent oral and written communication skills; work 4-6 hour shifts, but also have flexibility with schedule (including some weekends and evenings). Please list two (2) references that we may contact (full name and phone numbers).

General Program Requirements and Expectations

- *Currently enrolled in college or vocational program.
- *Major and/or high interest level for the field of the internship in which you are applying.
- *Enthusiasm!
- *Good standing with your school.
- *Must receive some credit for hours worked.
- *Adhere to dress codes and all other rules established for all Oklahoma Aquarium employees and other staff.

Benefits

- *Congenial working environment.
- *College credit.
- *References and recommendations.
- *Opportunity to work in a world-class aquatic facility.

Hours Per Week: 10-20 or 30-40, flexible schedule

Job Location: 300 Aquarium Drive, Jenks, Oklahoma

Salary: UNPAID

Desired Major(s): Biology, Education, Computer Science, Communication, Interdisciplinary Studies

How to Apply: E-mail resume and transcripts to Ann Money at amoney@okaquarium.org.

Company Name: Oklahoma Aquarium

Job Title: Lab Technician Intern

Description: The Oklahoma Aquarium offers students the opportunity to get involved with our day-to-day operations and work with staff. Students who participate in our intern programs will receive credit for their time spent at the Oklahoma Aquarium. Be prepared to get wet! Assist biology staff in maintaining superb water quality for fish collection.

Duties include, but are not limited to: Daily collection and testing of water quality, chemical calculations, cleaning of lab and aquarium systems, building, and working on weekends as needed.

Position specific requirements: Science major (Biology, Chemistry, etc.); 2.5 GPA; coursework in Biology and Inorganic Chemistry; preferred knowledge and understanding of volumetric weights and measurements; knowledge of sterile lab procedures; typically four hour shifts (available shifts are 9:00 am to 1:00 pm, Monday-Friday), but some flexibility is required. Please submit two (2) letters of recommendation (one professional, one academic).

General Program Requirements and Expectations

*Currently enrolled in college or vocational program.

*Major and/or high interest level for the field of the internship in which you are applying.

*Enthusiasm!

*Good standing with your school.

*Must receive some credit for hours worked.

*Adhere to dress codes and all other rules established for all Oklahoma Aquarium employees and other staff.

Benefits

*Congenial working environment.

*College credit.

*References and recommendations.

*Opportunity to work in a world-class aquatic facility.

Hours Per Week: 10-20 or 30-40, flexible schedule

Job Location: 300 Aquarium Drive, Jenks, Oklahoma

Salary: UNPAID

Desired Major(s): Biology, Chemistry, Biochemistry, Physics, Marine Science, Interdisciplinary Studies

How to Apply: E-mail resume and transcripts to Ann Money at amoney@okaquarium.org.

Company Name: Palmetto Goodwill – Northern Region

Job Title: Human Services Intern/Job Coach

Description: Several Interns needed. Duties: Intern will work with employees with disabilities in the retail store to include processing of donated goods; demonstrating best practice in the workplace; role modeling regarding appropriate interaction in the workplace; and other activities to lead individuals with disabilities to be successful at work.

Hours Per Week: 10-20, schedule varies, Monday-Sunday

Job Location: Myrtle Beach, Conway, North Myrtle Beach, and Little River stores

Salary: UNPAID

Desired Major(s): Psychology, Sociology, Education, Interdisciplinary Studies

How to Apply: E-mail resume to Rick Shelley at rshelley@palmettogoodwill.org.

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Company Name: Playcard Environmental Education Center

Job Title: Environmental Education Intern

Description: Six (6) Interns needed. Duties: Assistant to Environmental Education Manager for Horry County Schools; co-facilitate and manage outdoor educational program; must like working outdoors, in all weather conditions with children; management duties will include planning, development, and facilitation of all aspects of environmental education; and hands-on educational model.

Hours Per Week: 10-20, flexible schedule

Job Location: 10729 Hwy. 19 West, Loris, SC

Salary: UNPAID

Desired Major(s): Education, Chemistry, Biology, History, Marine Science, Health Promotion, Recreation and Sport Management

How to Apply: E-mail resume to Ben Abercrombie at babercrombie@horrycountyschools.net.

Company Name: Rape Crisis Center

Job Title: Counseling Support Intern

Description: The Rape Crisis Center, with offices in Myrtle Beach and Georgetown, SC, provides a 24-hour hotline to address the needs of those who have experienced rape and sexual assault. Staff advocates offer crisis intervention, emotional support, and information and referrals to survivors and their loved ones. Duties: Intern can participate in developing ideas for therapeutic support group activities, assist with outreach events, i.e. health fairs, etc., and do research for new grant ideas and possibly write for those grants.

Hours Per Week: 10-20, flexible schedule, Monday-Friday, 9 am – 5 pm

Job Location: Myrtle Beach Office

Salary: UNPAID

Desired Major(s): Psychology, Sociology

How to Apply: E-mail resume to Brenda Michels at brenda@victimtosurvivor.org.

Company Name: Refuge Center

Job Title: Community Outreach Intern

Description: Duties: Assist in marketing, administration, office duties, seminar preparation and off-site community outreach programs, and may be asked to present seminar or workshop materials.

Job Location: 209 Hwy. 544, Conway, SC (plaza across from Oliver's Restaurant)

Hours Per Week: 10-20, flexible schedule

Salary: UNPAID

Desired Major(s): All

How to Apply: E-mail resume to Jill Fowler at contacttherefuge@gmail.com.

Company Name: Roto-Pat, Inc.

Job Title: Marketing Sales Representative Intern

Description: Intern needed for Fire, Water and Storm Damage Restoration company. Duties: Cold calling new business from fire and water damage jobs including carpet cleaning in residential and commercial settings; driving sales results to assist the branch in achieving sales plan; creating and maintaining relationships with insurance agents, adjusters, property managers, and other segments as assigned; attending industry trade shows and networking events, including a one day marketing course in Dalton, GA; developing key industry relationships; and working closely with the Owner in developing marketing and sales goals. **Requirements:** Must be a person of high ethical standards and honesty; excellent verbal, written and computer skills; detail oriented with excellent organizational skills; outgoing personality; able to demonstrate strong relationship building skills and hunting abilities; available to work after hours and weekends as needed; experience in business-to-business sales or the restoration industry is a plus; and Don't Be Intimidated! We will work around your busy schedule.

Hours Per Week: 10-20, flexible schedule, Monday-Friday, 9 am – 6 pm

Job Location: 1560 Burcale Road, Suite C, Myrtle Beach, SC

Salary: UNPAID, but will be paid for gas expenses **Minimum GPA:** 2.75

Desired Major(s): Marketing, Business Administration, Communication

How to Apply: E-mail resume to Patrick Herrmann at rotopat@gmail.com.

Company Name: Salvation Army Boys & Girls Club of Conway

Job Title: Program Staff Intern

Description: ESSENTIAL FUNCTIONS: Assist in planning an overall club program to include the interest and needs of all age groups; coordinate all program activities within the organization; promote and stimulate interest in activities, including assisting in developing press releases and publicizing events both past and future; assist with the Club's Educational and After School Programs which may include daily school or periodic group trip bus pickup and take home; recommend and requisition supplies in accordance with organizational policy; counsel individual club members, and/or parents, as needed and maintain all pertinent records; provide consultation to service groups and community organizations; assist in developing program schedules, newsletters, special interest notices and flyers, in accordance with organizational policy; and perform other duties as assigned. MATERIALS AND EQUIPMENT: Operate all games and recreational equipment and perform minor repairs on equipment. MINIMUM QUALIFICATIONS: Physically fit to move or lift equipment. KNOWLEDGE, SKILLS & ABILITIES: Ability to plan and organize programs; ability to communicate effectively both orally and in writing; knowledge of equipment and its use; knowledge of Salvation Army youth development programs; excellent interpersonal skills; and skill in computer programs, to include word, spreadsheets and databases. MENTAL & PHYSICAL ABILITIES: Must be able to physically and mentally cope with active youth from diverse backgrounds. WORKING CONDITIONS: Work may be performed indoors or outside, may be subject to heat or cold.

Job Location: 1415 2nd Avenue, Conway, SC

Hours Per Week: 10-20, flexible schedule

Salary: UNPAID

Desired Major(s): Education, Health Promotion, Business Administration

How to Apply: E-mail resume to Michael Fontana at michael.fontana@uss.salvationarmy.org.

Company Name: S.C. Aquarium

Job Title: Biologist Intern

Description: Students seeking a career in the zoo or aquarium industry, aquaculture, horticulture, or live specimen research will gain valuable experience through this internship. Interns will learn proper husbandry techniques within their chosen discipline. Students currently SCUBA certified that meet all Aquarium requirements may have the opportunity to gain underwater husbandry experience. Applicants must be dependable, have excellent communication skills, regularly lift at least 50 pounds, be comfortable with informal educational interactions with Aquarium guests, and be able to work independently. When applying, please specify which area(s) of discipline most interested in: Aquarist; Aviculture; Herpetology; Horticulture; Mammals; and Water Quality and Life Support.

Hours Per Week: 10-20, flexible schedule

Job Location: 100 Aquarium Wharf, Charleston, SC

Salary: UNPAID

Desired Major(s): Biology, Chemistry, Physics

How to Apply: E-mail resume to Shirley Coggin at scoggin@scaquarium.org.

Company Name: S.C. Aquarium

Job Title: Environmental Interpreter Intern

Description: Internships are available for students with an interest in conservation education, animal handling, and visitor interaction. Interns become familiar with the animals, plants and aquatic habitats of South Carolina and help educate Aquarium guests through a variety of activities. These activities will include: public programs with divers at the Great Ocean Tank; animal programs throughout the building; interacting with the public at the touch tank; and various other duties. During the school season (October-May) Interns will promote conservation and stewardship messaging to the public and further the Aquarium's mission. Applicants must have a strong interest in science, good communication skills, and the ability to work with people of all ages.

Hours Per Week: 15-20, flexible schedule

Job Location: 100 Aquarium Wharf, Charleston, SC

Salary: UNPAID

Desired Major(s): Biology, Marine Science, Coastal Marine and Wetland Studies, Communication, Recreation and Sport Management, Education

How to Apply: E-mail resume to Shirley Coggin at scoggin@scaquarium.org.

Company Name: S.C. Aquarium

Job Title: Sea Turtle Rescue Program Intern

Description: Intern duties consist of care and maintenance of sea turtle patients including daily observations, diet preparation and feeding, assisting with medical exams and treatment, and providing environmental enrichment; maintenance and cleaning of holding tanks, filtration systems, and hospital area; giving educational tours of the Sea Turtle Hospital to people of all ages and backgrounds; maintaining accurate, detailed log books; helping with public outreach at off-site locations; and assisting with miscellaneous projects. Applicants must be able to work independently and demonstrate initiative; be comfortable working with the public; be detail-oriented; be able to lift 50 pounds; and be willing to work flexible hours as needed. This job may require long days, weekend shifts, and occasional late night or early morning work.

Hours Per Week: 20-40, flexible schedule

Job Location: 100 Aquarium Wharf, Charleston, SC

Salary: UNPAID

Desired Major(s): Biology, Marine Science, Coastal Center for Marine and Wetland Studies

How to Apply: E-mail resume to Shirley Coggin at scoggin@scaquarium.org.

Company Name: S.C. Aquarium

Job Title: Marketing Intern

Description: Marketing Intern will assist with the marketing and promotional efforts of the Group Sales Department which includes group sales, consignment ticket sales and community awareness efforts. Additional responsibilities will include data entry, market research, handling direct mailings, reporting, and general “grass roots” promotional efforts to the hospitality industry. Must be computer literate with Microsoft Office products experience, and have excellent communication skills and customer service skills.

Hours Per Week: 10-20, flexible schedule

Job Location: 100 Aquarium Wharf, Charleston, SC

Salary: UNPAID

Desired Major(s): Marketing, Communication, Business Administration

How to Apply: E-mail resume to Shirley Coggin at scoggin@scaquarium.org.

Company Name: S.C. Aquarium

Job Title: Membership Intern

Description: Intern will assist with all duties related to the membership areas of the Aquarium including membership fulfillment, Adopt and Animal fulfillment, and new member acquisition campaigns. Intern will work closely with Membership Manager and volunteers, providing support and executing member events including Toddler events, member sleepovers, Fish or Treat and off-site programs, setting up and working an Aquarium booth at outreach events. Intern must be detail-oriented, resourceful and creative, possess excellent oral communication skills, and maintain a professional and amicable demeanor and appearance. Intern must have a driver’s license, reliable transportation, and basic computer knowledge.

Hours Per Week: 20-40, flexible schedule

Job Location: 100 Aquarium Wharf, Charleston, SC

Salary: UNPAID

Desired Major(s): Business Administration, Communication, Marketing, Resort Tourism Management

How to Apply: E-mail resume to Shirley Coggin at scoggin@scaquarium.org.

Company Name: S.C. Aquarium

Job Title: School Programs Intern

Description: A School Programs Internship combines learning and fun, and promises “never a dull moment!” Intern will work with a dedicated group of Aquarium staff, volunteers, and with South Carolina teachers and students from across the state. The School Program Intern dedicates two or more days each week, 9 am to 1 pm, to Education Programs at the Aquarium. Intern is responsible for teaching small groups of K-12 students about the rich and diverse aquatic habitats of the state. Training is provided, but the ideal candidate will have a background in science and some experience working with children.

Hours Per Week: 20, 9 am – 1 pm, Monday-Friday

Job Location: 100 Aquarium Wharf, Charleston, SC

Salary: UNPAID

Desired Major(s): Education, Biology

How to Apply: E-mail resume to Shirley Coggin at scoggin@scaquarium.org.

Company Name: S.C. Aquarium

Job Title: Biology Intern: Independent Study

Description: There are many opportunities for undergraduate students seeking research experience and hands on training at the S.C. Aquarium. Literature reviews, animal behavior, diet and nutrition analyses, medical evaluations, enrichment, and sea turtle rehabilitation are some examples. These opportunities may be eligible for independent study credit, and some projects have the possibility of being published and/or presented at conferences. In addition to research, students are expected to learn husbandry skills to be able to take care of animals in an aquarium/research setting. Applicants must be goal oriented, strongly motivated, and able to work independently. The student will receive guidance throughout the project; however successful completion will depend solely on the student's dedication and persistence. All research projects involving animals have to be approved before hand by members of the Aquarium Animal Care Committee. There are a limited number of independent study positions available and acceptance at SCA is determined on a case by case basis. Currently no more than three (3) students can be mentored during any one semester, and projects should be completed within one to two semesters. Students applying for an Independent Study internship should have a minimum GPA of 3.0, be at least a Junior standing (60 credit hours), and a completed study plan prior to the beginning of the semester in which the independent study is to be done.

Hours Per Week: 10-20

Job Location: 100 Aquarium Wharf, Charleston, SC

Salary: UNPAID

Desired Major(s): Biology, Chemistry, Physics

How to Apply: E-mail resume to Shirley Coggin at scoggin@scaquarium.org.

Company Name: S.C. Mentor

Job Title: Human Services Intern

Description: Several Interns needed. The Intern will assist team with providing family strengthening services to families in need in a four-county area. Specific tasks include managing case files; faxing/phoning to make collateral contacts; coordinating referral resources for families, as well as going out on home visit with team member; and assisting with home visit write-ups.

Hours Per Week: 10-20, Monday –Friday, flexible schedule

Job Location: 2418 Willbrook Blvd., Pawleys Island, SC

Salary: UNPAID

Desired Major(s): Psychology, Sociology

How to Apply: E-mail resume to Teri Atkins at Terese.Atkins@TheMentorNetwork.com.

Company Name: S.C. Pharmacy Association

Job Title: Public Relations/Communications Intern

Description: Duties: Public relations and communications, and more, for a non-profit organization. Intern will learn and get plenty of hands-on experience, as well as items for a personal portfolio. Some event planning experience will also be provided.

Hours Per Week: 10-20, flexible schedule

Job Location: 1350 Browning Rd., Columbia, SC

Salary: UNPAID

Desired Major(s): Communication, Marketing, Public Relations

How to Apply: E-mail resume to Jennifer Simmons at jsimmons@scrx.org.

Company Name: Sea Haven, Inc.

Job Title: Non-Profit Program Management Intern

Description: Several Interns needed. The Intern will assist with activities, events, fundraisers hosted by individual programs; shadowing with senior staff; outreach activities; Combat Hunger Project/backpack program in five (5) local high schools; lunch presentations in local high schools; help staff with preparation for speaking engagements; work with program participants under supervision of Program Director; serve on Advisory Committee; engage other young people; and bring his/her talents to the program.

Hours Per Week: 10-20, work schedule depends upon needs of program

Job Location: Varies

Salary: UNPAID

Desired Major(s): Psychology, Sociology, Education, Art, Communication, English, Journalism, Music, Writing, Business Administration, Management, Health Promotion, Recreation and Sports Management

How to Apply: E-mail resume to Christina Jackson at cbjack@sccoast.net. You will also need to complete the Volunteer Application found at <http://www.seahaveninc.com/PDFs/VolunteerApplication.pdf>.

Company Name: Sea Haven, Inc.

Job Title: Program Development/Marketing Intern

Description: Several Interns needed. The Intern will assist with creation of promotional and informational materials to Sea Haven programs. These items may include rack cards, brochures, flyers, posters, etc. For fundraisers and program events, materials may be needed as well. Administration welcomes ideas for website to include maintenance and updates, and computer programs that will enhance the appeal of the website for youth.

Hours Per Week: 10-20, work schedule depends upon needs of program

Job Location: Three (3) program locations

Salary: UNPAID

Desired Major(s): Marketing, Business Administration, Art, Education, Graphic Design, Computer Science, Communication, Psychology, Sociology

How to Apply: E-mail resume to Christina Jackson at cbjack@sccoast.net.

Company Name: Sea Haven Transitional Living Program

Job Title: Youth Services Intern

Description: RESPONSIBILITIES: 1) Greet youth entering the Transitional Living Program (TLP) facility which helps the youth feel more comfortable in their surroundings; 2) Assist with directing incoming calls, referrals to community resources; 3) Assisting youth with completing a generic assessment form; 4) Introduce youth to the Case Manager and the Counselor in order to begin intake/assessment process; 5) General upkeep and organizing of program facility; and 6) Assist with incoming donations and contributions by logging, sorting, and placing them in appropriate locations.

TRAINING: Shadow the Program Director and other program staff; and attend meetings with the TLP staff when appropriate to network with other youth serving agencies.

PROGRAM OUTREACH: 1) Assist with Combat Hunger by helping TLP staff communicate with school officials, fill back packs, and deliver back packs to schools; 2) Assist with recruiting potential program participants through lunch outreach in the local high schools; 3) Assist with fundraisers for the program; 4) Provide ideas and help implement them in reference to social media updates regarding the Sea Haven website, Facebook, Twitter, etc.; and 5) Serve on Advisory Committees if recommended by Sea Haven staff.

Hours Per Week: 10-20, flexible schedule

Job Location: 1802-B Oak Street, Myrtle Beach, SC

Salary: UNPAID

Desired Major(s): All

How to Apply: Complete the Volunteer Application at <http://www.seahaveninc.com/PDFs/VolunteerApplication.pdf>, and email to Robin Reynolds, Program Director, at rreynolds@sccoast.net. Applicants chosen will be directed by the Program Director to complete a SLED and Central Registry background form at a cost of \$16 up front to submit (cash only, please).

Company Name: SeaWeb

Job Title: Science Communication Intern

Description: SeaWeb is an international, non-profit, marine conservation organization with a focus on communication. SeaWeb has offices in Washington, DC, San Francisco, London, Paris, Fiji, and Papua New Guinea. We work collaboratively to inform and empower diverse ocean voices and conservation champions in strategic, targeted sectors to encourage market solutions, policies and behaviors that result in a health thriving ocean. We transform knowledge into action by shining a spotlight on workable, science-based solutions to the most serious threats facing the ocean such as climate change, pollution and over-exploitation.

They are seeking an Intern to be based in the San Francisco, CA office. The Intern will provide professional and administrative support to the organization's operations, communications, and advancement teams. The benefits of this position include flexible work schedule, opportunity to gain valuable work experience, and a chance to further ocean conservation. The Intern will have an opportunity to participate as a full-time staff member, including attending staff meetings.

The internship is unpaid, but with the possibility of part-time hire for successful interns. It is an exciting opportunity for someone who is dedicated to improving ocean conservation and gaining experience working for a non-profit organization. Hours are flexible to accommodate class schedule or other commitments. We request a minimum commitment of 16 hours a week, and prefer someone who can work two (2) to three (3) days a week, ideally 9:00 am – 4:00 pm.

Responsibilities

Science Communication Projects – 60%

- Contribute to online science content, identifying and writing articles for SeaWeb newsletters and website.
- Monitor and chronicle the latest science news and policy related to SeaWeb programmatic areas, including seafood contaminants, ecosystem based management, aquaculture developments, among other topics.
- Post on SeaWeb social media channels (i.e. Facebook, Twitter, LinkedIn), providing regular interaction with the online community around program areas.
- Research new partnerships and outreach platforms, exploring traditional and non-traditional partnerships to help SeaWeb science programs grow and expand.
- Develop an interactive and information-based portal on the SeaWeb website addressing public participation and in environmental monitoring and management as it relates to marine and coastal environments and species.
- Assist in public relations distribution, including helping with press calls.
- Install and maintain hard copy marine science literature database.

Administrative and Financial Projects – 40%

- Assist with general office support, such as answering phones, mailings, filing, ordering supplies, and copying.
- Conduct basic research to assist with foundation outreach, individual donor cultivation, and operations.
- Collect timesheets and help track travel miles for carbon offsets.
- Maintain general SeaWeb email accounts, list-serves, and staff rosters.
- Assist with grant management, as needed.
- Potential to draft proposals and reports.
- Other projects may be assigned.

Skills/Qualifications

- Commitment to environmental issues.
- Detail-oriented and highly organized.
- Background in Marine Science or marine policy highly preferred.
- Solid communication skills, including some experience with social media very desirable.
- Reliability.
- Ability to multi-task and manage time well.
- Some experience with reception or general office management is desired, but not required.
- Knowledge of French is useful, but not required.

Hours Per Week: 30-40, two (2) days per week minimum commitment

Job Location: San Francisco, CA or Silver Spring, MD

Salary: UNPAID

Desired Major(s): Marine Science, Biology, Communication, Marketing, Interdisciplinary Studies, Management, Chemistry, Physics, Finance, English, Economics, French, Environmental Science

How to Apply: E-mail cover letter and resume to skoskinen@seaweb.org and include "SF Intern" in the subject line. Please provide details about your work availability, including days and hours, in the cover letter. **Deadline to apply is October 20, 2013.**

Company Name: SeaWorld Parks & Entertainment

Job Title: College Experience Intern

Description: Primary responsibilities will include: Complete opening and closing procedures of assigned area; effectively communicate with internal and external customers; and maintain cleanliness of area.

RESPONSIBILITIES – THEME PARK TRACK:

- *Work in host department as a front line team member learning the different functions of the department/area.
- *Shadow leadership for one (1) week of the internship.
- *Attend four (4) professional development classes (some exceptions may apply).
- *Attend two (2) expert seminars.
- *Attend two (2) behind-the-scenes tours.
- *Complete project assigned by Student Programs.

RESPONSIBILITIES – SPECIALTY TRACK:

- *Work in host department learning the different functions of the department/area.
- *Attend four (4) professional development classes (some exceptions may apply).
- *Attend two (2) expert seminars.
- *Attend two (2) behind-the-scenes tours.
- *Complete project assigned by Department or Student Programs team.

RESPONSIBILITIES – LEADERSHIP TRACK:

- *Work in host department.
- *Work as front-line team member and shadow area leadership for approximately two (2) weeks.
- *Act as seasonal Assistant Supervisor for final 10 weeks of internship.
- *Attend four (4) leadership classes.
- *Attend two (2) expert seminars.
- *Attend two (2) behind-the-scenes tours.
- *Complete project assigned by department or Student Programs.

REQUIREMENTS AND COMPETENCIES:

- *Must be seeking a four-year degree or Master's degree at an accredited college/university.
- *Must have completed at least one (1) year at a college/university at time of application.
- *Must have a minimum 3.0 cumulative GPA at time of application.
- *Must be at least 18 years old.
- *Must have strong written and verbal communication skills.
- *Must be able to multi-task and adapt to changes in a fast-paced work environment.
- *Must have a professional demeanor.
- *Must have a strong attention to detail.
- *Must be able to work outdoors.
- *Must be able to stand and walk for long periods of time.
- *Must be available to work varying shifts or hours (i.e. be able to work opening and closing shifts, holidays, and weekends as needed). Must have at least four (4) days of open availability, including one (1) weekend day, for Theme Park/Specialty Track; and must have at least five (5) days of open availability, including one (1) weekend day, for Leadership Track.
- *Must be a returning College Experience Intern or Master's student for the Leadership Track.

Hours Per Week: Varies

Job Location: 7007 Sea Harbor Drive, Orlando, FL

Salary: \$9.25/hr. (increases based on credit hours)

Desired Major(s): All

How to Apply: E-mail resume to Lindsay Leroy at internship.coordinator@seaworld.com.

Company Name: SOS Health Care, Inc.

Job Title: Autism Program Assistant Intern

Description: The Intern shall provide support and assistance to the organization under the direction of the Executive Director. The Intern will participate and work in the numerous programs of SOS as needed to include: “Building Futures Autism Clinic,” “Friday Knights II,” and “Making Changes Consignment Store,” just to name a few, while being exposed to all aspects of SOS and its daily business. The area(s) of interest to the student will be assessed in relation to their major area of study and the internship can be adapted accordingly. At SOS, we strive to provide the prospective Intern with a wide array of experiences as they relate to all aspects of our autism-based organization. Working knowledge of and proficiency in both written and oral communication is necessary, as well as proficiency in Word and Excel. The individual should possess the ability to work independently and be a self-starter; have good organizational skills and the ability to multi-task; and should have an interest in non-profit work or working with the disabled.

Hours Per Week: 10-20, flexible schedule

Job Location: Myrtle Beach or Surfside Beach, SC

Salary: UNPAID

Desired Major(s): Psychology, Sociology, Interdisciplinary Studies, History, English, Philosophy, Health Promotion, Exercise and Sport Science, Communication

How to Apply: E-mail resume to Sarah Pope at soled@sc.rr.com.

Company Name: South Carolina Policy Council (SCPC)

Job Title: Journalism Intern

Description: The South Carolina Policy Council is seeking a Journalism Intern to cover state and local government for its investigative news website *The Nerve*, a member of the S.C. Press Association. We're looking for an up-and-coming journalist with an interest in the political process. Working alongside professional investigative journalists, this individual will have the opportunity to sharpen their reporting, research and analytical skills while gaining experience covering government issues. We need someone who is comfortable covering everything from the General Assembly to local county council meetings. Students located outside the Columbia Metro-Area are encouraged to apply—reporting can be conducted at one's own convenience in the county or area where one resides (details will be specified later). Duties will include writing stories and videotaping meetings—an excellent way to collect news clippings for a portfolio! Academic credit is available. Please visit *The Nerve* at the following link: www.thenerve.org. **Duties:** Legislative session and Post-Legislative session: Attend committee hearings and report on legislative action as it relates to the mission of the Policy Council. This will be published to our websites; and write committee hearing summaries, articles and reports that will be published to *The Nerve*, *The Palmetto Insider*, and other publications.

About SCPC: Since 1986 the South Carolina Policy Council Education Foundation has brought together civic, community and business leaders from all over our state to discuss innovative policy ideas that advance the principles of limited government and free enterprise. The Policy Council's headquarters has served as the meeting place for groups from classroom teachers to our state's top CEO's, who share the goal of encouraging a positive environment in which South Carolina families can thrive, work and raise children. No other think tank in South Carolina can match the Policy Council's success in assembling the top national and state experts on taxes, education, environmental policy, health care and numerous other issues. That ability to bring new ideas to the forefront, lead the policy debate and create a broad base of support for sensible reform is what makes our organization the leader in turning good ideas into good state policy.

Hours Per Week: 10-20, flexible schedule

Job Location: 1323 Pendleton Street, Columbia, SC

Salary: UNPAID

Desired Major(s): Journalism, English, Government, Political Science

How to Apply: E-mail cover letter, resume, class schedule and unofficial transcripts to Hal Peters at hal@scpolicycouncil.com or Jamie Cordova at jcordova@scpolicycouncil.com.

Company Name: Southern Alliance for Clean Energy

Job Title: Wind Energy Intern

Description: Interns needed to assist with wind energy activities in South Carolina and Georgia. The ideal candidates will offer knowledge and experience from one or more of the following areas: public education, resource planning, website design and maintenance, and marketing. However, candidates with an aptitude to develop knowledge in those areas will be considered. **Responsibilities:** The Intern will be responsible for assisting with wind group activities and helping to plan for, publicize, and coordinate public educational forums on wind energy. Specific responsibilities will include: Research and compile documentation on wind energy; research issues related to wind energy development in South Carolina and Georgia; assist in events and workshop planning; help prepare materials (fact sheets), website information, Powerpoint presentations, and event flyers; and provide administrative assistance as needed. **Requirements:** Bachelor's degree or close to completion of a bachelor's degree is required; demonstrated skills in a professional setting must include writing, verbal communications, analysis and a range of computer software; familiarity with energy issues is helpful; experience working with government agencies, civic leaders and

businesses is helpful; ability to work within deadlines and attention to detail; ability to work well with changing and emerging issues and priorities; ability to work both independently and in collaborative environments; a commitment to the mission and goals of the organization; and a background check may be performed.

Hours Per Week: 10-20, based on availability and arrangements

Job Location: South Carolina and Georgia

Salary: Desired Major(s): All

How to Apply: E-mail resume, writing sample, three professional references, and a cover letter to jobs4@cleanenergy.org. Please put "Energy Intern – Spring 2013" in subject line. No phone calls, please.

Company Name: Southport-Oak Island Animal Rescue (SOAR)

Job Title: Marketing/Events Coordinator Intern

Description: Seeking several Interns who would like to experience various aspects of marketing and event coordinating while working for a cause-worthy organization.

Responsibilities include, but not limited to: grant writing; updating and maintaining SOAR's media presence; draft and distribute news releases, media alerts and other stories; coordinating events including SOAR Human Agility Course Run and Rockin' for Rover benefit concert; and maintain and coordinate volunteers.

Hours Per Week: 10-20, flexible schedule

Job Location: 3376 St. Charles Place SE, Southport, NC

Salary: UNPAID

Desired Major(s): Marketing, Communication

How to Apply: E-mail resume to Michelle Anthony-Buff at mermaidmla@yahoo.com.

Company Name: Turpentine Creek Wildlife Refuge

Job Title: Animal Keeper Intern

Description: Eighteen (18) Interns needed. Turpentine Creek Wildlife Refuge is a no-kill facility committed to rescuing abused, abandoned and unwanted Exotic Cats. Since 1992, we have rescued more than 200 exotic animals, giving them a caring, lifelong home at the Refuge. These magnificent creatures are the unfortunate, unwanted products of the private trade in exotic animals; most of them would have been destroyed if we were not able to give them a home.

The Intern will be responsible for the daily care of Tigers, Lions, Cougars, Black Bears, Black Leopard, African Serval, Caracal, Bobcats, Rhesus Macaque, and Hoof stock. Duties include animal husbandry, enrichment, record keeping of animal behavior, educational public tours, and customer service. Daily care includes cleaning, feeding, medicating the animals, assisting with maintenance, upkeep, and habitat construction. A Bachelor's Degree in an animal related discipline is preferred.

Benefits: Housing is provided on the refuge. Amenities: Heat, A/C, utilities paid, full bath, kitchen, washer and dryer, satellite TV, free long distance, and Internet service.

Hours Per Week: 30-40

Job Location: 239 Turpentine Creek Lane, Eureka Springs, Arkansas

Salary: \$50/week cash stipend for food

Desired Major(s): All

How to Apply: E-mail your resume, cover letter, and two (2) letters of recommendation to Emily McCormack at emily@turpentinecreek.org. Please include you are applying for the Spring 2014 semester.

Company Name: Turpentine Creek Wildlife Refuge

Job Title: Horticulture Intern

Description: Turpentine Creek Wildlife Refuge is a no-kill facility committed to rescuing abused, abandoned and unwanted Exotic Cats. Since 1992, we have rescued more than 200 exotic animals, giving them a caring, lifelong home at the Refuge. These magnificent creatures are the unfortunate, unwanted products of the private trade in exotic animals; most of them would have been destroyed if we were not able to give them a home.

Duties: Assist with the maintenance and improvement of the landscaped areas of the Refuge, including the planting, pruning and watering of trees, shrubs and perennials, spreading mulch on landscaped areas, labeling of plant displays, mowing; and weed, undergrowth and plant litter removal. Responsible for the identification and removal of toxic plants; as well as the development of browse for environmental enrichment.

Benefits: Housing is provided on the refuge. Amenities: Heat, A/C, utilities paid, full bath, kitchen, washer and dryer, satellite TV, free long distance, and Internet service.

Requirements: Completion of a Bachelor's Degree in Horticulture, Botany, or a related field involving horticultural and landscaping practices, and must be able to lift 50+ pounds.

Benefits: Housing is provided on the refuge. Amenities: Heat, A/C, utilities paid, full bath, kitchen, washer and dryer, satellite TV, free long distance, and Internet service.

Hours Per Week: 30-40

Job Location: 239 Turpentine Creek Lane, Eureka Springs, Arkansas

Salary: \$50/week cash stipend for food

Desired Major(s): All

How to Apply: E-mail your resume, cover letter, and two (2) letters of recommendation to Emily McCormack at emily@turpentinecreek.org. Please include you are applying for the Spring 2014 semester.

Company Name: U.S. Department of State

Job Title: Spring 2014 Student Unpaid Internship Program

Description: Announcing the U.S. Department of State 2014 Spring Student Unpaid Internship. This program offers U.S. citizen undergraduate and graduate students the opportunity to participate in **10-week, unpaid internships** that provide intensive educational and professional experience within the environment of America's principle foreign affairs agency. The unpaid internships are available at many of the over 265 U.S. embassies, consulates and missions to international organizations around the world, as well as at the Department of State in Washington, D.C. and other locations throughout the U.S. Participants gain first-hand, hands-on experience, and learn the realities of working in – and with – Foreign and Civil Service professionals who are at the forefront of America's diplomatic efforts.

As an unpaid intern, you may have the opportunity to:

- *Participate in meetings with senior level U.S. government or foreign government officials.
- *Draft, edit, or contribute to cables, reports, communications, talking points, or other materials used by policy makers in furthering U.S. foreign policy objectives.
- *Help organize and support events, including international and/or multi-lateral meetings and conferences on critical global issues.
- *Contribute to the management and administration of the Department of State and America's foreign policy; and
- *Engage directly with U.S. or foreign audiences to promote U.S. foreign policy and improve understanding of U.S. culture and society.

DUTIES: The Department of State tries to provide Student Interns with opportunities both educationally and professional substantive in nature. The purpose of the program is to provide students with insight into work of U.S. foreign policy and the administration of the U.S. Department of State and our diplomatic facilities around the world. Specific duties and responsibilities vary according to the domestic office or overseas post of assignment. Former Department of State Student Experience Interns have written reports on human rights issues, participated with trade negotiations, assisted with U.S. citizen's services or visa work, helped Americans in distress abroad, supported and helped to coordinate international conferences and visits of high-level officials, researched economic or environmental issues, monitored and evaluated media reporting, supported educational and cultural exchange activities and identified U.S. experts to speak overseas, and worked on web pages and electronic journals.

Other examples include interns with scientific and technical backgrounds working on issues such as arms control, genetically modified organisms (GMO's), infectious diseases, and remote sensing.

Also, students interested in management and administration may use their expertise working on projects involving budgets, human resources, information systems, or general logistical support to posts abroad.

QUALIFICATIONS REQUIRED: To qualify you must:

1. Be a United States citizen.
2. Be at least 16 years old.
3. Have at least a 2.5 GPA.
4. Be pursuing a baccalaureate or graduate degree.

5. Be a college junior, senior, or graduate student. You are considered a college junior if you will be starting your junior year immediately following the completion of your internship.
6. Must be enrolled in an accredited college or university on at least a half-time basis.
7. Must be a continuing student. This means that you will be returning to your course of study the semester/quarter, immediately following the completion of your internship.
8. Be able to receive and maintain a security clearance.

HOW YOU WILL BE EVALUATED: Qualified applicants who successfully submit a complete application package are forwarded for consideration to the bureaus to which they have applied. Representatives in these bureaus determine the extent to which an applicant's education, experience, training, and background indicates that he/she possesses the knowledge, skills, and abilities needed for the internship.

Representatives from the Bureaus and overseas posts may contact candidates directly for interviews. Others may make selections based solely on the quality of a candidate's written application.

BENEFITS: Participants in the Student Internship Program are considered "student volunteers". As such, they are not considered to be Federal employees for any purposes other than injury compensation or laws related to the Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits.

OTHER INFORMATION:

*Any applicant tentatively selected for this position will be required to undergo a pre-employment background investigation for the necessary security clearance.

*Transportation: Unless otherwise stipulated, transportation to and from Washington or overseas posts is the responsibility of the intern.

*Housing: Housing is not provided for domestic internships. Arrangements and associated costs are the responsibility of the interns.

For students selected for overseas internships, many embassies and consulates make efforts to provide housing at no cost to the intern. However, circumstances vary at different posts, and housing cannot be guaranteed for all overseas internships. Before accepting an overseas internship, students should confirm with the selecting bureau or overseas post whether housing will be provided.

It is the policy of the Federal Government to treat all of its employees with dignity and respect and to provide a workplace that is free from discrimination whether that discrimination is based on race, color, religion, sex (including gender identity or pregnancy), national origin, disability, political affiliation, marital status, membership in an employee organization, age, sexual orientation, or other non-merit factors.

Application Timeline

*Application Deadline (including all supporting documents): **July 1, 2013**

*Selectees notified of selection by Student Programs Office via e-mail and in writing: **Late August 2013**

*Non-selects notified by e-mail by Student Programs Office: **Late August 2013**

*Selectees complete and submit security clearance paperwork, and submit official transcripts: **Early September 2013**

* Interns Enter on Duty: **Early January 2014 - late April 2014**

*Internship Ends: **Late April 2014**

Hours Per Week: 40

Job Location: Washington, DC, other U.S. locations, or Overseas

Salary: UNPAID

Desired Major(s): All

How to Apply: Applications must be submitted electronically through the "Gateway to State" system. To begin the application process, please go to <https://state.usajobs.gov/GetJob/ViewDetails/344319200>. **You have until 11:59 pm Eastern Time on the closing date of July 1, 2013 to complete the application process.** This includes submitting your online application as well as any required documents as defined in the Required Documents section. Candidates are encouraged to complete their applications well before the application deadline to be assured of consideration.

There are three (3) parts to the application process:

*Applicant Profile (For applicants new to USAJOBS).

*Internship Application, including Statement of Interest.

*Required Documents—Official Transcripts.

Application Status: Applicants may view the status of their application on the Gateway to State site at <https://www.usajobs.gov/> and enter your login information. Click "Applications," under the "Application Status" heading select "More Information." On the following screen, you will be able to verify your application status.

Company Name: Verizon Wireless

Job Title: Health and Wellness Intern

Description: So, you're looking for a satisfying internship experience with unlimited opportunity, and want to be rewarded for your hard work? Join Verizon Wireless and learn why we're #1. Internships just don't get any better than this. At Verizon Wireless, you'll experience the challenge, excitement and reward of working for the largest and most advanced wireless voice and data network in the world. You'll work with the latest technologies, learn from the best minds in the industry and have a unique opportunity to use your knowledge and skills in an environment dedicated to employee wellness. We're a team comprised of the best talents and viewpoints working together towards shared goals.

You're a **POWERHOUSE** – a born leader who motivates others by the example you set. Your attention to detail and keen ability to multiply opportunities are a testament to your proven successes. Thriving in a team environment, your high energy raises the bar for everyone around you. Your drive and determination to change lifestyles make you a great fit for a Verizon Wireless Health and Wellness internship position.

Duties: This position is responsible for supporting the overall direction and development of the Health and Wellness programs for employees at Verizon Wireless. Interns will support the facilitation of fitness assessments (including health history, height, weight, circumference measurements, body composition, heart rate, blood pressure, submax VO2 bicycle testing, flexibility testing through the use of a sit and reach test, and muscular strength and endurance tests utilizing push-up and sit-up protocols). You will conduct equipment orientations including both cardiovascular and resistance equipment, provide one-on-one training, nutritional advice and exercise prescriptions. In addition, you will ensure a safe and clean facility by checking equipment, addressing and correcting malfunctions and maintaining an adequate inventory of supplies. Members will look to you to assist them in charting their attendance and progress. Supporting the development of incentive programs and motivation programs, assist with health promotion activities including seminars, lectures and workshops on a variety of health and wellness topics including nutrition, blood pressure, cholesterol, diabetes, time and stress management, relaxation techniques, and more. The types of programs you would be involved with include flu shots, wellness messages, health screenings, motivational programs, smoking cessation classes, blood drives, body composition and blood pressure checks, massage therapy and charitable events.

Qualifications: Current college student pursuing a Bachelor's or Master's degree in Exercise Science, Exercise Physiology, Kinesiology or a related field. Student must be at the junior level and above. Excellent communication skills. Ability to work a flexible schedule. Ability to meet deadlines and work in a fast paced work environment. CPR, First Aid & AED Certification required. Experience with fitness testing and personal training strongly preferred. Group exercise instructor experience a plus. A genuine commitment to encourage and motivate others to exercise and maintain healthy lifestyle through personal example.

Hours Per Week: 10-40, flexible schedule

Job Location: 2401 Mall Drive, North Charleston, SC

Salary: \$10.00/hr.

Desired Major(s): Exercise and Sport Science, Health Promotion

How to Apply: E-mail resume to Anthony Smith at anthony.smith3@verizonwireless.com.

Company Name: Village Group

Job Title: Executive Director Intern

Description: Duties: Provides leadership and management of the direction, planning, and execution of fund-raising and development related activities to build capacity and sustainability for the organization; to develop reliable sources of income that will sustain the organization through the realization of its long-term mission and vision; and provides research for the preparation and submission of local, regional, and statewide grants.

Hours Per Week: 10-20, flexible schedule

Job Location: 1458 Exodus Drive, Plantersville, SC (Georgetown County - off of Hwy. 701 South)

Salary: UNPAID

Desired Major(s): Business, Management, Sociology, Political Science

How to Apply: E-mail resume to Ray Funnye at thevillagegroup@frontier.com.

Company Name: Vista Marina Hotel, LLC

Job Title: Bell Staff/Valet Intern

Description: **General Function/Primary Responsibilities:** Assist guests with their luggage and cars at check-in/check-out and during their stay.

Essential Duties and Responsibilities:

- *Fully embrace Service Excellence Initiative by demonstrating “customer-first” actions for all internal and external customers and accepting responsibility and accountability for demonstrating empowerment decisions and actions during daily work.
- *Welcome guests with a warm and sincere greeting and offer assistance.
- *Load and transport luggage using the luggage cart.
- *Park guest vehicles.
- *Retrieve guest vehicles that have been valet parked.
- *Adequately store guest luggage.
- *Escort guests to/from rooms presenting the hotel/ room amenities at guest arrival.
- *Listen and respond to guest inquiries using a positive, clear speaking voice.
- *Answer questions and offer assistance giving accurate information resort services, directions to local attractions, car rental/taxi services, etc.
- *Arrange for taxi or limousine transportation for guests.
- *Report vehicle accidents.
- *Effectively manage traffic flow in the lobby area while keeping the entrance, valet stands and luggage carts clean.
- *Assist guest at check-in/check-out/ room changes. Promote a synergistic relationship between customers, employees and other divisions.
- *Maintain appropriate personal development.
- *Adhere to Company policies.
- *Observe and enforce proper safety procedures.
- *Exhibit a high level of personal organization and time management.
- *Ensure timely completion of special projects and other duties as assigned.
- *Maintain personal integrity at all times and in all matters.
- *Appropriate and timely feedback to supervisor.

QUALIFICATIONS: 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:

Education: High school degree or equivalent

Experience: Hotel experience preferred but not required.

Certification/Licensure: Valid Driver License (Valet); and 10-year driving record (Valet).

Special Physical Requirements of the Job/Working Conditions:

- *Ability to lift and/or carry or otherwise move packages, boxes and luggage weighing up to 70 lbs. continuously throughout the shift.
- *Ability to use hands or fingers to handle keys, tools, controls.
- *Ability to stand, walk and/or sit and continuously perform the essential job functions.
- *Ability to perform tasks requiring bending, stooping, kneeling and waling significant distances on property.
- *Considerable knowledge of city and surrounding areas.
- *Ability to work in adverse weather conditions.

Specific Vision Requirements: Close, distance, color and peripheral vision; and ability to adjust focus.

Special Skills: Good verbal communication skills in English; and positive and effective customer service skills.

Hours Per Week: 30-40

Job Location: 8121 Amalfi Place, Myrtle Beach, SC

Salary: Hourly, to be determined

Desired Major(s): Resort Tourism Management, Business Administration, Management

How to Apply: E-mail resume to Mark Burlyn at mark@marinainngrandedunes.com.

Company Name: Waccamaw Community Foundation (WCF)

Job Title: Program Coordinator Intern

Description: The Intern will be responsible for completing administrative duties for the foundation, including creating/updating files, making/receiving calls, filing, etc. He/she will also work with our Literacy Alive program, coordinating and analyzing market and asset data collected by members of our literacy coalition. Our ideal candidate is computer savvy, has excellent organizational skills and work ethic, is flexible and eager to learn, and has experience conducting formalized research and is adept at information analysis.

Hours Per Week: 10-20, flexible schedule

Job Location: 3655 Hwy. 17 South Business, Murrells Inlet, SC

Salary: To be Determined – Stipend and gas reimbursement

Desired Major(s): Marketing, Management, History, Political Science, Philosophy, English, Communication, Education, Interdisciplinary Studies

How to Apply: E-mail resume to Sam Cook at scook.wcf@gmail.com.

Company Name: Waccamaw Economic Opportunity Council (EOC), Inc.

Job Title: Family Services Intern

Description: Under general supervision of the Family Services Manager, the Intern will use analytical judgment, and assist in implementing the activities of the Family Services Component in all aspects of the Head Start Program.

DUTIES AND RESPONSIBILITIES: 1) Assists in conducting and analyzing the compilation of a Community Assessment; 2) Assists in the preparation of registration and enrollment forms, and maintaining complete files on all registered children; 3) Assists in coordination of transportation routes for each family; 4) Maintain adequate enrollment and waiting list to meet requirements; 5) Assists families with setting individuals goals; 6) Assists in the development, periodic revision and dissemination of a community resources directory to families; 7) Inform and refer families to available services and provide appropriate follow-up services; 8) Conduct home visits to families during the operational year as needed; 9) Advocate the needs of program children and their families, as well as mobilizing available community resources to promote their self-sufficiency; 10) Conduct necessary follow-ups on absences; 11) Assists in the development of plans, objectives, and narratives as required by the family services content area; 12) Attends all workshops, seminars, pre-service and in-service trainings, etc. as required, and follows an individualized professional development plan; 13) Assists in planning and coordinating activities and experiences which support and enhance the parental role as a principal influence in their child's education and development; 14) Assists in dissemination of information to parents concerning educational, health, dental, mental health, nutrition, family service, and opportunities for continuing education; 15) Plan and implement activities for parents and staff to interact on a regular basis to discuss needs of the children; 16) Organize parent groups and provide basic skills training for parents; 17) Assists families with community emergency crisis; 18) Assist with coordinating and maintaining the volunteer network with parents; 19) Assist in developing activities for male involvement in collaboration with community partners to enhance male involvement in all aspects of the program; 20) Assists in the coordination and make available a community resource directory for parents, staff, and volunteers; 21) Assists in increasing in-kind services and donations each year; and 22) Such other duties as are assigned within state and federal guidelines.

QUALIFICATIONS: 1) Valid driver's license or reliable transportation; 2) Able to attend overnight meetings and workshops; 3) Basic computer skills and ability to maintain and retrieve files; and 4) Must be able to pass a SLED/FBI criminal background check and required health screenings.

Hours Per Week: 10-20, flexible schedule

Job Location: 1261 Hwy. 501 East, Conway, SC

Salary: UNPAID

Desired Major(s):

How to Apply: Application can be found on the website at <http://www.weoc.org/jobs/application.pdf>. Please print, complete and fax to Sharon Boyd at 843-234-4111, OR you may scan and email to sharon.boyd@weoc.org.

Company Name: Waccamaw Economic Opportunity Council (EOC), Inc.

Job Title: Teacher Intern

Description: Under general supervision of the Center Supervisor, the Intern will use analytical judgment, plan, coordinate, implement, and supervise all classroom activities.

DUTIES AND RESPONSIBILITIES: 1) Plans, coordinates, implements daily lesson plans reflective of the individual needs of recipients; 2) Supervises and evaluates all classroom activities to ensure that the needs of individuals are being met; 3) Evaluates daily activities and implements necessary changes or activities to provide for a social and emotional climate, and maximum developmental environment; 4) Identifies the individual enrolled child's needs by use of appropriate assessment tool, environment, observation, parent/teacher conferences, etc., and designs goals and objectives; 5) Maintains files on each recipient including complete information, medical records, progress reports, etc., as may be required; 6) Conducts at least two (2) home visits and two (2) parent conferences per family each operating year; 7) Integrates the activities of all content areas; 8) Attends all workshops,

seminars, pre-service and in-service training, etc. as required, and follow an individualized professional development plan; 9) Provide input for assistant teachers in development of their own individualized professional development plan; 10) Conducts annual evaluations of assistant teachers and assist with setting annual goals; 11) Input educational assessment and data into the computer; 12) Assists in increasing in-kind services and donations each year; and 13) Such other duties as are assigned within state and federal guidelines.

QUALIFICATIONS: 1) Valid driver's license or reliable transportation; 2) Must have basic computer skills; 3) Able to attend overnight meetings and workshops; 4) Ability to maintain and retrieve files and to visually review; 5) Able to lift 25 pounds; and 6) Must be able to pass a SLED/FBI criminal background check and required health screening.

Hours Per Week: 10-20, flexible schedule

Job Location: 1261 Hwy. 501 East, Conway, SC

Salary: UNPAID

Desired Major(s): Early Childhood Education, Elementary Education, Education

How to Apply: Application can be found on the website at <http://www.weoc.org/jobs/application.pdf>. Please print, complete and fax to Sharon Boyd at 843-234-4111, OR you may scan and email to sharon.boyd@weoc.org.

Company Name: Waccamaw Economic Opportunity Council (EOC), Inc.

Job Title: Teaching Assistant Intern

Description: Under general supervision of the Teacher, the Intern will use judgment, assist in planning and implementation of center activities, assist in observation and assessment of children and in developing individual activities based upon assessed needs, and assist in supervision of children during any and all activities including while being transported.

DUTIES AND RESPONSIBILITIES: 1) Assists in the preparation and implementation of daily lesson plans; 2) Assists in the implementation, coordination and evaluation of approved center activities (classroom, outside, field trips, etc.); 3) Assists in the supervision of children in large and small group activities; 4) Assists in the observation and assessment of children's files including complete information, medical records, progress reports, etc., as directed; 5) Assists in the preparation of other required attendance reports; 6) Assists Teacher in conducting at least two (2) home visits and two (2) parent teacher conferences per family each operating year when necessary; 7) Participates in all workshops, pre-service and in-service trainings, seminars, etc., as required; 8) Participates in an individualized professional development plan; 9) Ensures that children are safely buckled in child restraint systems while traveling on the bus; 10) Ensures that children stay seated and are supervised while in transit; 11) Ensures that children are escorted from the bus to a guardian safety; 12) Assist in increasing in-kind services and donations each year; and 13) Such other duties as are assigned within state and federal guidelines.

QUALIFICATIONS: 1) Valid driver's license or reliable transportation; 2) Able to attend overnight meetings; 3) Must have basic computer skills; 4) Able to lift 25 pounds; and 5) Must be able to pass SLED/FBI criminal background check and required health screening.

Hours Per Week: 10-20, flexible schedule

Job Location: 1261 Hwy. 501 East, Conway, SC

Salary: UNPAID

Desired Major(s): Early Childhood Education, Elementary Education, Education

How to Apply: Application can be found on the website at <http://www.weoc.org/jobs/application.pdf>. Please print, complete and fax to Sharon Boyd at 843-234-4111, OR you may scan and email to sharon.boyd@weoc.org.

Company Name: Waccamaw National Wildlife Refuge

Job Title: Visitor Services/Environmental Education Intern

Description: Intern needed to assist with Refuge visitor programs including: environmental education programs with local school groups, special event planning, program development, & perform multiple duties around the Refuge. Internship is through the Student Conservation Association. Visit their website for information on how to become a member (www.thesca.org). Duties: Assist with environmental education programs with local school groups and other community interpretive programs; plan & implement new visitor services programs (canoeing/kayaking, birding, trail hikes, etc.); plan & assist with Refuge special events; work with volunteers and staff in daily operations of the Visitor & EE Center; help with Refuge maintenance and administration including answering phones, assisting with mailings, planning events, and landscaping.

Hours Per Week: 40, may include occasional Saturday work

Job Location: Cox Ferry Lake, Hwy. 701, North of Georgetown, SC

Salary: \$75/week stipend + travel expenses + \$1,000 scholarship

Desired Major(s): Biology, Chemistry, Management, Recreation and Sports Management

How to Apply: E-mail resume to Jason Hunnicutt at jason_hunnicutt@fws.gov.

Company Name: WAVE Foundation at the Newport Aquarium

Job Title: WAVE Foundation Spring 2014 Internship Programs

Description: **The Aquarium HUSBANDRY INTERNSHIP** is designed to provide hands-on experience in the field of exotic animal care to undergraduate students majoring in biology, environmental science, or related field. Students will dedicate a minimum of 150 hours working alongside husbandry staff in applying classroom knowledge to maintain a diverse collection of fishes, amphibians, reptiles, and birds. In addition, students will be requested to complete a project as designed by the intern's supervisor.

1) Aquatic Intern: The fish and invertebrate husbandry internship is designed to provide hands-on experience in the field of aquatic animal care. The students will be working alongside aquatic biologists while applying classroom knowledge to maintain a diverse collection of marine and freshwater fish and invertebrates as well as some amphibians and reptiles. Animal care routines will include an extensive amount of diet preparation and maintaining the animal's habitats. In addition, this internship will focus on the principals of closed system aquariums.

2) Rainforest Intern: The rainforest internship is designed to provide a broad-spectrum experience in the field of professional animal care. The students will be working with rainforest biologists while applying classroom knowledge and field experience to maintain the Aquarium's rainforest exhibit which houses a collection of otters, tropical birds, reptiles, amphibians, terrestrial invertebrates and fishes. Rainforest interns will also learn about managing the horticulture in a large greenhouse exhibit, including pest management, plant propagation and plant selection.

3) Water Quality Intern: Interns will assist laboratory technicians with monitoring the aquatic environments of both freshwater and marine aquarium by learning water analysis techniques. The water quality intern will also learn how to correct water quality parameters to better meet the animals' needs. This internship will expose the student to an actual working laboratory that is central to the function of a public aquarium. (Applicants need not be chemistry majors. Any of the majors listed under the requirement section are acceptable.)

The Aquarium ADMINISTRATIVE INTERNSHIP

1) Volunteer Office HR Internship: The Human Resources internship is designed to assist and support Volunteer Services in a unique environment with HR assorted projects including maintenance and accuracy of the volunteer record keeping database and processing volunteer paperwork and schedules. This also includes general clerical support and assisting in office coverage in the absence of the Manager of Volunteer Services.

2) Education Intern: The WAVE Foundation Education Intern serves as an instructor for WAVE Education programs, which aim to excite, engage and educate students about the wonders of aquatic life and the importance of conservation. Education interns are instrumental in the planning and development of curriculum for WAVE Education Programs. Under the supervision of the Education Manager, Education Interns will develop curriculum for upcoming education programs, make sure those programs are in alignment with state content standards, and serve as an ambassador for WAVE in the community through special campaigns, awareness days, and other duties as assigned.

3) Marketing Office Intern: The Marketing Office Intern will assist the Newport Aquarium Marketing Department during the launch and promotion of the Summer Exhibit.

4) Public Relations Intern: The public relations internship is designed to provide a hands-on introduction to public relations at a fast-paced animal-based attraction. Students will assist and support the Public Relations Manager in a unique environment. He/she will aid with marketing - and promotion - related projects. This is an unpaid position that requires solid communications and writing skills.

REQUIREMENTS: Students must have completed one year of college (must be of sophomore, junior, or senior status) and must be registered for credit at a two or four year college or university. Approval from the student's academic advisor is required at time of application. Previous experience in aquarium keeping is desired.

COMPENSATION: These are unpaid internships in which credit is awarded for volunteer hours. Students must complete all 150 hours in one semester.

Hours Per Week: 10-20

Job Location: One Aquarium Way, Newport, KY

Salary: See Description.

Desired Major(s): Varies based on internship position.

How to Apply: Go to <http://wavefoundation.org/volunteer/volunteer-application/> to download the Volunteer Application. With your completed application, please submit a cover letter (include internship job title), resume, advisor recommendation form and a copy of your transcripts. Send completed application along with cover letter, resume, and college transcript to: WAVE Foundation, Volunteer & Intern Services, One Aquarium Way, Newport, KY 41071. Deadline to apply is _____.

Company Name: Wellness Council for South Carolina

Job Title: Marketing/Public Relations Intern

Description: Two (2) Interns needed. Duties: Writing and submissions of press releases, ad design, assemble and maintain member newsletter, and new program/project launches.

Hours Per Week: 20, flexible schedule

Job Location: Horry County, SC

Salary: UNPAID

Desired Major(s): Marketing, Communication, Health Promotion, English, Writing

How to Apply: E-mail resume to Kristi Falk at wellnesscouncilcsc@yahoo.com.

Company Name: Wellness Council for South Carolina

Job Title: Events Planning Intern

Description: Duties: Assisting Executive Director in the planning, organizing, and developing of special events, programs, and projects such as Earthday, Music Fest and Expo, Habitat for Humanity, Victory Gardens, Mardi Gras Masquerade, and Get Fit With Fido.

Hours Per Week: 20, Flexible schedule

Job Location: Horry County, SC

Salary: UNPAID

Desired Major(s): Marketing, Communication, Health Promotion

How to Apply: E-mail resume to Kristi Falk at wellnesscouncilcsc@yahoo.com.

Company Name: Wellness Council for South Carolina

Job Title: Website Design/Management Intern

Description: Two (2) Interns needed. Duties: Design and management of three (3) separate websites that will be linked, including contact database management. This work will be done from your own computer.

Hours Per Week: 20, flexible schedule

Job Location: Horry County, SC

Salary: UNPAID

Desired Major(s): Marketing, Management, Communication, Graphic Design, Computer Science, Health Promotion

How to Apply: E-mail resume to Kristi Falk at wellnesscouncilcsc@yahoo.com.

Company Name: White House Internship Program

Job Title: Fall 2013 White House Internship Program

Description: As White House Interns, young men and women from across the country dedicate their time, talents, energy, and service to better the White House, the community, and the nation. While their tasks vary by department, all interns are united through weekly events including a weekly speaker series with senior staff members, off-site field trips, and mentorship opportunities. Most importantly, the internship experience includes an emphasis on service and interns participate in regularly scheduled service projects at schools and non-profit organizations in Washington, D.C.

Don't wait – apply today.

Hours Per Week: 20-40

Job Location: Washington, DC

Salary: UNPAID

Desired Major(s): All

How to Apply: If interested, please contact Robert Bulsza, Internship Coordinator, in the Career Services Center, at rbulsza@coastal.edu, OR Holly Tankersley, in the Politics and Geography department, at htankers@coastal.edu. You may also visit <http://www.whitehouse.gov/about/internships> for more information about the program, the application process, a

timeline with deadlines, and the departments that participate in the program. A complete application includes: short answers, two essay questions, a one-page resume, and two letters of recommendation.

Company Name: Willowglen Academy – South Carolina

Job Title: Clinical Counseling Intern

Description: PURPOSE: The Intern will be responsible for the overall treatment, quality of life and well-being of the consumer assigned to his/her care. This means providing a safe, secure and therapeutic environment at all times, and following agency and licensing guidelines/policies/procedures. It is the philosophy of the company that the Intern is integral and actively involved with each consumer's treatment, daily programming, and shift routines in order to help each consumer work toward a more independent living situation and achieve their Desired Outcome of Treatment (DOT). The Intern integrates all of the supportive services necessary in an effective treatment milieu, which enables each consumer to maximize his/her strengths and minimize or circumvent his/her difficulties in the direction of optimal self-realization. The Intern is the central person in helping to accomplish the highest level of psychosocial functioning to which the consumer is capable.

Duties and Responsibilities:

- 1) Responsible for the health, safety, care, and location of all assigned clients until these supervision responsibilities are transferred to another appropriate staff member;
- 2) Will serve as an appropriate role model for the consumers, including appearance, language, and suitable responses to various situations;
- 3) Expected to understand and follow the agency's philosophy, general program structure, and shift routines with regards to consumer treatment and care;
- 4) Will be actively involved in off-ground activities (recreation, appointments, etc.);
- 5) Will supervise and participate with his/her assigned resident(s) in all scheduled activities;
- 6) Is aware that abuse (physical, sexual, verbal/psychological), neglect, exploitation and misappropriation is against the law and company rules of conduct (policies). Intern will report all suspected abuse by staff, parents and others immediately to the state licenser, and appropriate company personnel and external contacts, per the company policy;
- 7) Expected to regularly review, understand and implement the approved consumer treatment plans;
- 8) Daily Paperwork: Communication book entries, daily individual consumers' progress notes, incident reporting (also include injury and abuse allegations), seizure reports, body checks, daily behavioral charting, bed check reporting; punching the time chart and others as assigned; request for leave forms according to Employee Handbook; maintenance request forms when repair is required; purchase orders/reconciliations when funds are needed; transportation logging – personal and agency vehicles, long distance telephone record, and other as specified by supervisor;
- 9) Activities of Daily Living: Assist with personal hygiene – showering, shaving, hair care, toileting, etc. according to the level of support; assist with room care – proper storage of clothing, proper bedding, and general room cleanliness; supervise eating habits – ensure consumers are at meals at each scheduled time, that they eat nutritiously, and provide model and teaching improvements with table manners; provide medication monitoring/supervision – ensure residents report for scheduled medications to promote independence with medication administration, etc.; assist consumers to medical appointments, as well as informing nurse/supervisor regarding any health concerns you might have regarding the consumers; teach residents how to use public transportation, and access other community resources (i.e. library, church, etc.); provide oversight for each consumer's clothing to include labeling, mending, inventory, sorting/laundry; purchasing and monitoring weather-appropriate wear; and order, monitor, and/or dispense grooming supplies as needed. All orders must be reviewed and approved by the Direct Care staff prior to submission;
- 10) Group and Activity Facilitation: Assist in facilitating structured community activities at least one time per week and in-house activities (at least one engaging activity every shift of every day); assist in facilitating life skills groups such as cooking, money, and management; assist and actively participate in planning morning activities for those consumers not involved in community programming; and assist and actively participate in the facilitation of resident councils/client input meetings (at least one time per month);
- 11) Building Responsibilities: Provide maintenance of consumer and building security and safety through: a minimum of hourly room checks on all shifts, providing on-going floor coverage when consumers are in the building, being aware of every consumer's location at all times, promoting and facilitating positive consumer interaction, ensuring high-quality cleanliness of the building, reporting damaged equipment, hazardous conditions, and safety issues, and providing seasonal environmental maintenance, e.g. snow removal and salting;
- 12) Meeting Attendance and Participation: The Intern must participate in weekly team meetings, diagnostic staffing/treatment plan reviews, as requested, in-service learning/continuing education, per subsidiary requirements, committee membership, all staff meetings, and all others as assigned; and
- 13) Scheduling Flexibility: The Intern is not hired for a specific shift or facility. The Intern may be scheduled or assigned to work any shift/day/program, based upon program needs.

Requirements: Possess a high school diploma or a GED equivalent; possess or working toward a Bachelor's degree in Social-behavioral Science or an Associate of Arts degree in Child Care/Counseling, or comparable experiences dealing with youth, with a high school diploma in South Carolina; possess a valid, regular (non-probationary) state driver's license if the individual will be driving either their personal vehicle for on-the-job purposes or any agency vehicles; possess personal vehicle insurance that meets the minimum expectations/coverage according to the PCS Transportation Policy if the Intern will be driving their personal vehicle for on-the-job purposes as detailed in the PCS Transportation Policy; successfully pass an initial medical examination which provides evidence that you are free from communicable diseases, including active tuberculosis or physical and mental

conditions which prohibit you from reasonably performing the assigned duties; must provide own food, SLED and background check is required; must have a working knowledge of all company policies and procedures, state licensing standards and accreditation expectations in order to effectively carry out the functions of this internship; must have ability to communicate effectively with residents, staff, parents/guardians, and community contacts and demonstrate the ability at all times; must have knowledge of simple household tasks such as cooking, cleaning, light yard work, etc., and must display the ability to teach and model these skills for the consumers on a daily basis must possess and portray an attitude that reflects an interest in the job and company, a willingness to be flexible and available for work assignments, and knowledge and support of agency's philosophy, policies and procedures; must successfully complete the subsidiary specific required number of initial training hours. Work Environment: Intern will be working in a standard group-home/residential/cottage setting, which may have the potential for exposure to infectious diseases. Physical Demands: Possess the ability to perform and actually apply the state-specific crisis intervention program in its entirety; possess the ability to remain active, alert and able to respond to any and all scenarios for up to the entire length of the shift and display this ability on a continuous basis; possess the ability to perform all techniques within CPR/First-Aid program in its entirety and demonstrate the ability at all trainings and actual scenarios; and provide active participation with staff and clients in all activities, to include but not limited to: indoor/outdoor activities, client transport, dealing with aggressive behaviors, and physical restraint.

BENEFITS: Medical dental, vision and 401K after 90 days of employment.

Hours Per Week: 40, five (5) days/week - three (3) shifts available: 7 am – 3 pm, 3 pm - 11 pm, or 11 pm - 7 am

Job Location: 1370 Williamsburg County Hwy. North, Kingstree, SC

Salary: \$8.50/hr. and up

Desired Major(s): Psychology, Sociology

How to Apply: E-mail resume to Teresa Vassar at tvassar@willowglensc.com.

Company Name: Wine and Design

Job Title: Artist Intern

Description: Duties: Assist with check-in process; assist the Artist in the painting classes; help at night; and any other small tasks that needs to be completed. The Intern must have a great personality, strong work ethic, and be very ENERGETIC.

Hours Per Week: 10-20, 5 pm – 9 pm, two (2) to three (3) nights per week

Job Location: 5900-E North Kings Hwy., Forest Dunes Plaza, Myrtle Beach, SC

Salary: \$9.00/hr.

Desired Major(s): All

How to Apply: E-mail resume to Janie Aldridge at wineanddesignmyrtlebeach@gmail.com.

Company Name: Winyah Rivers Foundation/Waccamaw Riverkeeper

Job Title: Marketing and Communications Intern

Description: Duties: Assist with development of the following: Marketing program and materials to promote membership to local businesses; website upgrade; and e-mail communications (e.g., e-mail newsletter, announcements, and call to action).

Hours Per Week: 10-20, flexible schedule

Job Location: Burroughs & Chapin Center for Marine & Wetland Studies, CCU East Campus, 1270 Atlantic Avenue, Conway, SC

Salary: UNPAID

Desired Major(s): Marketing, Communication

How to Apply: E-mail resume to Christine Ellis at wrk@coastal.edu.

Company Name: Women's Campaign Forum (WCF)

Job Title: WCF Fellowship Intern

Description: **ABOUT ORGANIZATION:** WCF, founded in 1974, is the only non-partisan political venture capitalist organization supporting women leaders at all levels of office, during the earliest stages of their public life. By focusing on the woman, not only the race, WCF provides women candidates the personalized care and tools they need throughout their political careers. WCF is dedicated to advancing the political participation and leadership of women who support reproductive health choices for all. We are building a national network of women voters, donors, and activists to ensure women's voices are heard. Through our affiliated political action committee, WCF PAC, we provide candidate endorsements early, when the need for support is greatest. Our sister organization, WCF Foundation, produces original research relevant to women in politics to help women build the skills and infrastructure they need to become more effective leaders in public life.

OVERVIEW: WCF is seeking applications for the 2012 Fellowship Program. The fellowship program is designed to provide young women and men with practical, firsthand experience within a national political organization with an emphasis on professional development. WCF Fellows have gone to work on the Hill, on political campaigns, and for organizations such as The Center for American Progress, DCCC, The Raben Group, and Association of Reproductive Health Professionals. Each Fellow will specialize in one of five categories: Political Programs, WCF PAC, Online Communications, Development and Donor Management, or WCF Foundation Research.

QUALIFICATIONS: Applicants should have excellent research, writing, and communication skills, as well as the ability to work independently and in small group setting. Applicants must have excellent computer skills. A strong interest in progressive women's issues and increased representation of women in political office is critical.

INTERVIEW PROCESS: All interviews will be conducted on a rolling basis as we receive applications. Early applications are highly encouraged. Step 1: Resume, Online Questionnaire, and Essay Review; Step 2: Brief Phone or In-Person Interview; Step 3: Reference Check; and Step 4: Offer Extended.

Hours Per Week: 30-40, Monday-Thursday, 9:30 am – 5 pm; and Friday, 9:30 am – 3 pm

Job Location: 1900 L Street NW, Suite 500, Washington, DC

Salary: \$500/month for full-time; \$250/month for part-time

Desired Major(s): All

How to Apply: Please complete the online application form at <http://www.wcfonline.org/webforms/wcf-2011-fellowship-sign-up.html> and submit a resume, a list of references and a cover letter. In your cover letter, please describe your interest in WCF and women's issues and describe a project that you would like to focus on during your fellowship.

Company Name: World Aquarium

Job Title: Marine Research Intern

Description: Four (4) Interns needed. Research interns assist curators in cleaning exhibits, feeding and caring for animals, changing water in exhibits, and conducting guided tours of the aquarium for visitors. Interns are responsible for designing and completing their research project within semester time limits.

Hours Per Week: 20-40, flexible schedule

Job Location: 701 N. 15th Street, 2nd Floor (Lab)

Salary: UNPAID

Desired Major(s): Marine Science, Coastal Marine and Wetland Studies, Biology, Biochemistry, Chemistry, Physics, Recreation and Sport Management, Interdisciplinary Studies, History, Philosophy, English

How to Apply: Go to the website at www.worldaquarium.org and submit application, reference form, cover letter, resume, research paper and unofficial transcript.

Company Name: Y.E.S. (Youth Empowering Services)

Job Title: Mentor/Tutor Intern

Description: Several Interns needed. Our goal is to help strengthen the educational needs of the children and young adults in the community. We want to give them a sense of pride and knowledge to achieve their goals in life. We will give them the tools to be drug and alcohol free. We also hope to build the self-esteem in those who come from dysfunctional homes. Our goal is to teach the children.

The Intern will help students with homework; mentor dream building; mentoring on all levels to help motivate the youth and create activities and so much more; and inspire the children to want to learn how important education is.

Hours Per Week: 10-20, Monday-Friday, 2:30 pm – 5:00 pm

Job Location: 203 Legacy Way – Cornerstone Apts., Conway, SC

Salary: UNPAID

Desired Major(s): Education, Communication, Interdisciplinary Studies

How to Apply: E-mail resume to Regina Bovill at yeslord215@gmail.com.

Company Name: Yoga in Common

Job Title: Marketing Intern

Description: Several Interns needed. Duties: Help to publicize the yoga studio and the boutique; create a marketing plan; create markets that may not yet exist; develop a business partnership with local hotels; create a vibrant interest in the boutique which has "Earth-friendly gifts and more;" use social networking, the Internet, e-mail, Facebook, Twitter, LinkedIn, etc.; must like meeting people; and actively promote the mission of our studio/boutique.

Hours Per Week: 10-20, flexible schedule

Job Location: 3080 DeVile Street, Market Common, Myrtle Beach, SC

Salary: UNPAID (Student may receive passes to yoga classes as form of payment - Value = \$15/pass)

Desired Major(s): Business, Marketing, Communication

How to Apply: E-mail resume to Linda Phillips at ljphillips@earthlink.net.

Company Name: Yoga in Common

Job Title: Retail Management Intern

Description: Several Interns needed. Duties: Help manage the inventory at The "TIQUE at Yoga in Common; complete orders for inventory; seek new and unique inventory for the shop; find local artists to consign their items to the shop; set up bar codes and other needed tracking systems for inventory; develop "sales" we can advertise or creative ways to bundle items for sale; and work with our Boutique Manager, Terri Cox.

Hours Per Week: 10-20, flexible schedule

Job Location: 3080 DeVile Street, Market Common, Myrtle Beach, SC

Salary: UNPAID (Student may receive passes to yoga classes as form of payment - Value = \$15/pass)

Desired Major(s): Business, Marketing, Management

How to Apply: E-mail resume to Linda Phillips at ljphillips@earthlink.net.

Company Name: YoungStroke, Inc.

Job Title: Event Planning Intern

Description: This internship is available for students having a passion for making a difference in the lives of other young adults affected by stroke. As a valued member of our non-profit organization, the Intern will assist in planning events to support the YoungStroke Project, the YoungStroke Expo and YoungStroke Support Groups.

Responsibilities include, but are not limited to: 1) Developing event theme and agenda; 2) Managing volunteer recruitment; 3) Database management; 4) Creating event budgets; and 5) Surveying potential event sites.

Qualifications: Candidates should demonstrate:

- *Eagerness to learn and gain valuable real-world experience.
- *Enthusiasm and flexibility in a fast-paced setting.
- *Excellent interpersonal skills.
- *Highly effective written and verbal communication skills.
- *Ability to handle multiple projects simultaneously while meeting deadlines.
- *Ability to work individually or in a team environment.
- *Eagerness to meet or exceed objectives.
- *Ability to maintain confidentiality.
- *Proficiency with Microsoft Office products.
- *Other desired qualities: punctuality, detail-oriented, and creativity.

Preferences: Personal transportation preferred, but not required.

Hours Per Week: 10-15, flexible schedule

Job Location: 1201 Creel Street, Conway, SC

Salary: UNPAID; eligible for academic credit

Desired Major(s): Marketing, Communication, Management, Health Promotion, or related work experience.

How to Apply: E-mail resume to Sharon Wright at sw.youngstroke@gmail.com.

Company Name: YoungStroke, Inc.

Job Title: Graphic Designer Intern

Description: This internship is available for students having a passion for making a difference in the lives of other young adults affected by stroke. The Intern will enjoy the satisfaction of seeing their work make a difference while gaining valuable job experience. As a valued team member, the Intern will assist with the design of marketing collateral (including brochures, calendars, websites, logos, etc.) to capture our mission and programs as well as the needs of the survivors and caregivers we support.

Responsibilities include, but are not limited to: Participating in a fast-paced virtual work environment and reporting directly to the Director of Communication.

Qualifications: Candidates should demonstrate:

*Eagerness to learn and gain valuable real-world experience.

*Enthusiasm and flexibility in a fast-paced environment.

*Excellent interpersonal skills among a broad spectrum of constituents.

*Highly effective written and verbal communication skills.

*Ability to handle multiple projects simultaneously while meeting deadlines.

*Ability to work individually or in a team environment.

*Eagerness to meet or exceed objectives.

*Ability to maintain confidentiality.

*Proficiency with Adobe, Photoshop, Illustrator and InDesign.

*Other desired qualities: punctuality, detail-oriented, and creativity.

Preferences:

*Majors: Art, Graphic Design, Communication, Health Promotion, Marketing, or related work experience.

Hours Per Week: 10-15, flexible schedule

Job Location: 1201 Creel Street, Conway, SC

Salary: UNPAID; eligible for academic credit

Desired Major(s):

How to Apply: E-mail resume to Cheryl Cox at cec.youngstroke@gmail.com.

Company Name: Zeus Media Network/Here Women Talk

Job Title: Writing Intern (Women's Issues)

Description: Several Interns needed. Seeking talented, resourceful writers with excellent English skills to blog for www.HereWomenTalk.com, a social radio network with a recently launched blogzine covering a myriad of categories and topics. Duties include: blogging about content of radio shows, current events, women's issues and more; reading short story submissions and editing blogs submitted by others.

Hours Per Week: 10-20, flexible schedule

Job Location: 1297 Professional Drive, Suite 201, Myrtle Beach, SC (near 48th Ave. North & Grissom Parkway)

Salary: UNPAID

Desired Major(s): English, Writing, Journalism, Communication, Philosophy, Political Science; Women Gender Studies

How to Apply: E-mail resume and cover letter to Kay Van Hoesen at kay@ZeusMediaNetwork.com.

Company Name: ZX Fitness Center

Job Title: Public Relations Intern

Description: Duties: Set-up and attend various community events as a representative and public spokesperson from ZY Fitness; utilize several forms of media, advertising and creative writing; help build and market brand name lead; organize and manage effective teams; and complete marketing plans on schedule.

Hours Per Week: 10-20, flexible Schedule

Job Location: Steele Creek Shopping Center, 13347 South Point Blvd., Charlotte, NC

Salary: UNPAID

Desired Major(s): Communication, English, Marketing

How to Apply: E-mail resume to Thomas Stewart at tstewart@zxfitness.com