Job Number: 227  
Job Title: Graphic Design Intern  
Location: Lancaster  
Job Description: Interested in a career in Commercial Art or Graphic Design? Looking for an opportunity to learn and contribute your skills in a full advertising agency setting? Then look no further.

Weber Advertising, a local advertising agency with over 15 years experience and more than 50 clients, is always looking for talented individuals for internship positions every semester.

Art interns at Weber Advertising will work with the Art Director and 4 talented Graphic Designers to create print ads, booklets, signs, newspaper circulars, logos and many other projects. Websites, e-mail blasts, TV commercials and full-length corporate videos are some other projects tackled on a weekly basis.

In addition to learning design principles for advertising, interns will learn the crucial skills of color printer operation, large format printing, preparing files for print production and effective time management.

Majors Requested: Art, Art, Commercial

Job Number: 6639  
Job Title: Laboratory Technician  
Location: Lancaster  
Job Description: Intern will be titrating and trouble shooting various electroplating solutions, Ph readings, spectrophotometer analysis, utilizing centrifuge, hydrometer and other instruments to obtain analytical values.

Majors Requested: Chemistry

Job Number: 7553  
Job Title: PA GOP Intern  
Location: Harrisburg  
Job Description: Intern will work closely with Political Director to ensure positive relations with members, candidates, campaigns and take active role in research and perform grassroots politics; work with Communication Director to coordinate press conferences and monitor news services; assist in preparation of PA GOP meetings and conventions and work with administrators to take part in the day to day operations of Republican Party. Must include two references with names, titles and phone numbers.

Majors Requested: Government & Political Affairs

Job Number: 9320  
Job Title: Creative Intern  
Location: Lancaster  
Job Description: JOB SUMMARY: Auntie Anne’s is searching for an Intern with a collaborative spirit and readiness to learn.

The Creative Intern will provide creative development, graphic design and production for Auntie Anne’s, Inc. and other customers. The intern will be exposed to concept development, photo-shoots and production of various print and interactive projects.

WHAT YOU WILL NEED: The Creative Intern will be self-motivated, professional and have a can-do spirit. This person will need to be able to handle constructive feedback and take creative direction on multiple projects. The Intern will need the ability to prioritize ongoing project deadlines and work quickly for projects with short turn-around times.

REQUIREMENTS
1. Graphic design/art major
2. Strong comprehension of design fundamentals
3. Must be proficient in Adobe Creative Suite Program, and have a strong working knowledge of Adobe InDesign
4. Ability to work independently, as well as with a team, in a fast-paced, goal-oriented environment
5. Outstanding organizational skills and the ability to manage and prioritize multiple projects simultaneously, while meeting aggressive deadlines
6. Comfortable with project/concept production from start to finish

ESSENTIAL DUTIES
1. Work with the Marketing team and other internal customers to design and fulfill inter- and intra-departmental requests for customized marketing materials.
2. Assist in developing local marketing materials as needed.
3. Provide graphic assistance and artwork to internal/external customers and suppliers.
4. Maintain graphics library, including logos, photography, collected files and archived files.
5. Create social media images for Facebook, twitter and Instagram.
6. Perform a variety of other duties as required.

Majors Requested: Art, Business Administration - Marketing Option, Speech Communication - Public Relations Option

Job Number: 10129
Job Title: PA House of Representatives Archival Internship Program
Location: Harrisburg

Job Description: Students will have the opportunity to work with various collections of documents, photos, reports, and records. Students will work on developing finding aids, processing committee records, arranging and describing various collections, updating the ARCHON database, and be responsible for conducting research for government employees and the general public. Internships available in the Spring, summer and Fall semesters. Can be taken full or part time.

Majors Requested: Anthropology, Geography, Geography - Environmental Studies Option, Government and Political Affairs, History, International Studies

Job Number: 10130
Job Title: PA House of Representatives Legislative Fellowship Program
Location: Harrisburg

Job Description: The paid 13-week Spring and Fall program is open to college seniors and juniors from all Pennsylvania colleges and universities. The paid Summer program is open to Graduate students.

Weekly workshops with key thinkers, planners and decision-makers provide an in-depth look at the legislature, its history, structure and activities. Speakers include Members of the House and Senate; key legislative staff from House leadership, committees, Legislative Service Agencies, and the Governor’s Office; as well as prominent lobbyists.

Placement is either in a Leadership office or in the office of a Committee Chairman.

Fellows are required to develop and defend an original piece of legislation on a topic of their choice.

Fellows receive classroom credit (if approved by their college department chairman).

A bi-weekly stipend is provided. The fellowship is considered full-time.

The three Fellowship terms are January - April, Mid-May through July and September - December.

Since 1982, over 400 students have participated in the program and approximately 35% have found employment in state government.

Job Number: 10521
Job Title: Grant Coordinator Intern
Location: Ephrata

Job Description:
- Participates in various training sessions on achieving the goals of Haitian Connection Network and its partner, Life Connection Mission.
- Creates strategic comprehensive plans, tracking and timelines for funding programs and projects.
- Reviews information provided by grant makers from governmental agencies and private foundations to determine feasibility of grant awards, based on budget allocations.
- contributes and recommends grants and sources of funds available.
- Communicates interdepartmentally about proposed programs to develop goals, objectives, outlining how funds will be used, and explain procedures necessary to obtain funding.
- Edits grant master template, completes applications and submits to funding agency.
- Maintains master files on grants, paperwork connected with grant-funded programs.
- Provide office technical support for staff and interns, as available.
- Work interdepartmentally and ensure communications, writing and editing periodic reports.
- Actively looks for ways to assist other departments, as available.
- Actively assist in specific projects or programs, both grant related and unrelated.
- Actively assist in other administrative/housekeeping duties, as needed.

Majors Requested: Business Administration, Business Administration - Management Option, Business Administration - Marketing Option, English, Business Administration - International Business Option

Job Number: 10664
Job Title: PR/Communications Intern
Location: Lancaster

Job Description:
JOB SUMMARY: Gain valuable experience in the diverse aspects of the public relations, web, and communications field by working with a team that drives communication messages to the national consumer public, the media, and the company’s stakeholders.

ESSENTIAL DUTIES
- Assist in copywriting and editing for media relations and corporate communication vehicles, including news releases, media alerts, and intranet articles
- Provide support in executing a dedicated cause marketing program to raise money and awareness for childhood cancer with Alex’s Lemonade Stand Foundation
- Gain internet marketing experience by developing and monitoring organic and paid web and social media efforts
- Provide local market support for franchisees in the areas of traditional public relations outreach and social media efforts
- Track and organize publicity placements
- Provide research support on relevant topics
- Assist with customer service inquiries and complaints as needed

Majors Requested: Speech Communication - Public Relations Option, English, Journalism

Job Number: 10748
Job Title: Sales internship
Location: Columbia

Job Description:
OLP is a multi-title, niche publishing and event coordination company. Sales interns will research, promote, and sell through direct customer contact via phone and/or email correspondence. The sales intern will be involved in both pre-sale and post-sale support and will be responsible for identifying, contacting, corresponding, and following up with sales leads and customers. Previous sales experience not necessary. Business or marketing background, strong communication proficiency, and ability to multi-task are essential.

The sales internship spans the academic semester and there are year-round opportunities. Sales interns are expected to devote 15-20 hours a week to the internship. We are flexible on hours and scheduling exact dates, and will work with interns to meet requirements for necessary credits.

Job Number: 11288
Job Title: Marketing Media Coordinator
Location: Ephrata

Job Description: Intern will participate in various training sessions; create strategic comprehensive marketing plans and timelines for social media projects; maintain social media and website; design marketing projects; implement and oversee social media fundraising campaigns; and video editing and producing.

Majors Requested: Speech Communication - Public Relations Option

Job Number: 11388
Job Title: Business Operations Intern
Location: Lancesater

Job Description: Intern will assist a new nonprofit community bike center with the development and administration of their earned income operation.


Job Number: 11904
Job Title: Video Production Internship
Location: Columbia

Job Description: OLP is a multi-title, niche publishing and event production company. Intern will experience all aspects of production during the course of their internship. From development, to pre-production, to production, to posting final copy online.

Interns will be exposed to the activities that are related to the events including but not limited to scheduling interviews, writing copy points, taping, and editing. Additionally interviews may be conducted with individuals or advertisers related to other OLP activities.

Interns may be asked to write and edit interview scripts, conduct interviews by phone, email, web or at events. Intern may also assist with research data and designing questionnaires.

Video production exposes interns to outside individuals and businesses and enhances their video production skills as well as their organizational and communication skills.

Digital media, broadcasting or marketing background, strong communication proficiency, and ability to multi-task are essential.


Job Number: 12047
Job Title: Intern
Location: Lancaster

Job Description: Interns will have hands-on experience with assisting with development and execution of LOOP's special events, coordinating media and public relations efforts relating to the marketing efforts for City of Lancaster as a visitor destination, and assist in other special projects as assigned by the Mayor and LOOP Board of Directors.

Majors Requested: Business, Marketing, Communications Speech, Communications, Public Relations, English
Job Number: 12068  
Job Title: Business Communications Internship  
Location: Columbia  
Job Description: OLP is a multi-title, niche publishing and event production company. Intern will experience Internet, non-traditional, and corporate marketing and will assist in generating new customer leads and work with existing customers. Interns will be exposed to the activities that are related to the publications and events including but not limited to the sale of advertising and events. Interns may be asked to write or edit articles or press releases, verify information by phone, email or web or develop contact databases. Intern may also assist with research data, designing questionnaires or editing written sales collateral materials for the advertising department. Participation at events exposes interns to outside businesses and enhances their organizational and communication skills.

Majors Requested: Business Administration - Accounting Option, Business Administration - Finance Option, Business Administration - Management Option, Business Administration - Marketing Option, English  

Job Number: 12244  
Job Title: Marketing Intern  
Location: Lancaster  
Job Description: Intern will assist in management of clients' SEO/SEM campaigns; manage agency and clients' social media and PR campaigns; write and edit agency bi-weekly newsletter and blog posts; assist project team with client management, website production and content development and other duties as assigned.

Majors Requested: Speech Communication - Public Relations Option  

Job Number: 12667  
Job Title: Supported Employment Intern  
Location: Harrisburg  
Job Description: 1. Work and interact with Human Service professionals in a Human Service delivery setting in order to understand the expectations, principles of practice, standards and ethics expected in the Human Services field  
a. Attend weekly END staff meetings  
b. Shadow three Employment Specialists at least two weeks each  
c. Shadow Peer Specialist at least two weeks  
d. Attend at least one training sessions  
2. Practice reflective listening skills and the principles of effective case management  
a. Shadow 3 intakes. Conduct at least 3 intakes  
b. Visit Outreach sites  
c. Complete required goal plans, initial assessments, and referrals  
d. Carry a small client case load for at least two months  
3. Understand the dynamics of working as part of a team  
a. Assist Employment Specialists with caseloads as necessary  
b. Assist Peer Specialist in carrying out functions of group management  
c. Attend at least one staff function  
4. Gain an understanding of the network of Employment providers in the Capital Region and the referral base of the clients of the YWCA  
a. Make appropriate referrals based on client assessments  
b. Shadow

Majors Requested: Multidisciplinary Studies, Social Work, Economics, Psychology
Job Number:       12753
Job Title:        Programs & Education Intern
Location:        Lancaster

Job Description: Intern will assist in providing program of social services to individuals and families; duties include aiding clients in obtaining outside agency assistance, developing individual program plans for patients with MS, attending chapter functions and providing technical support services for programs.


Job Number:       12834
Job Title:        Event Planning & Development Intern
Location:        Camp Hill

Job Description: Intern will assist with fundraising, planning and logistics for upcoming programs and events; assist in marketing efforts; aid in recruitment and management of volunteers; solicit in-kind donations; draft and send communication to volunteers and attendees; contact and establish relationships with sponsors and supports; and database management.

Majors Requested: Business Administration, Business Administration - Management Option, Business Administration - Marketing Option, Speech Communication - Public Relations Option, Speech Communication - Communication Studies Option

Job Number:       12836
Job Title:        Communications & Social Media Intern
Location:        Millersville

Job Description: Intern will manage all social media platforms used by department (Facebook page, Twitter, Instagram and Pinterest); build a strong presence on social media sites and populate with relevant posts and updates and increase followership. Intern will assist in maintaining department's web page, including Intern of the Month on social media and produce the department's weekly electronic communications. Intern will also assist with the marketing and promotion of departmental events and programs; and other projects and duties as assigned.

Majors Requested: Business Administration, Business Administration - Management Option, Business Administration - Marketing Option, Speech Communication - Public Relations Option

Job Number:       12954
Job Title:        Programming Intern
Location:        Lancaster

Job Description: Intern will:
-Researching artists and performances. Reviewing and gathering marketing materials.
-Creating agents, managers, and artists database.
-Assisting the Director with offer letters and learning and observing what goes into making deals with artists.
-Compile and share incoming contracts and press materials.
-Updating information about artists in an excel spreadsheet.
-Keeping an accurate and up to date programming planning calendar.
-Making phone calls to agents to set appointments with Director and inquiring about fees, availability and routing.
-Participating in artist review with staff and giving opinions on the artistic work.
-Correspond with booked artists/managers for upcoming performances in the current season, if needed.

Job Number: 13063
Job Title: Communications Intern

Location: Millersville

Job Description: The student assistant works in the office of Athletic Communications. Duties include, but are not limited to assisting with the writing news releases for placement in media as well as producing game programs and assisting with the production of media guides and recruiting brochures, maintenance of the athletics website, updating record books, reporting of scores to local and hometown media in addition to weekly conference reporting, and coverage of home athletic events. There will also be opportunities to work with MSBN, our live broadcast team as well as do video recording and editing for placement on the athletics website. Student should be well-versed and interested in sports. The student should be willing to write and have basic knowledge of programs such as Word, InDesign, Photoshop.

Reports to: Director of Athletic Communications

Responsibilities

• Serve in a variety of roles in for game day management staff including keeping of statistics, operating scoreboard, distributing information to media, public address announcing.
• Produce videos for news and editorial needs to increase visibility and engagement of various audiences.
• Conduct interviews with coaches and student-athletes following games.
• Assist Director of Athletic Communications in creation of video streaming for the athletics website.
• Records video footage of athletic events and creates highlights for distribution to media outlets and for use on millersvilleathletics.com.
• Taking photos of sporting events and creating photo galleries on millersvilleathletics.com.
• Utilize social media to promote Millersville Athletics.

Skills Needed

• Experience in videography and video production, using Final Cut Pro.
• Must have excellent English and journalism skills including writing and interviewing.
• Must be able to work evenings and weekends.
• Must be flexible in producing content on tight deadlines.
• Must have an approachable nature that leads to positive interactions with staff and athletes.


Job Number: 13064
Job Title: Photographer

Location: Millersville

Job Description: The student photographer works in the office of Athletic Communications, providing photography for the department's publications, website and social media. The intern will be required to shoot action photography at athletic events and may be asked to shoot additional feature portraits. The intern should be familiar with sports, action photography and must be willing to work evenings and weekends. The photographs will be provided to the athletic communications staff immediately following each game. Office hours will also be required for the creation of photo galleries for the athletic website and social media.


Job Number: 13290
Job Title: Alumni Service Representative Intern

Location: Lancaster

Job Description: Intern will work with licensed staff to mine existing leads and assist in generating new business; compile lists and organize phone numbers to be called and use other public databases to gather additional information; make initial phone calls following preceding mailer campaign; and become accustomed to mining and calling process.

Majors Requested: Business Administration - Management Option
Job Number:    13314  
Job Title:    PR Intern  
Location:    Lancaster  
Job Description:    Intern will prepare and coordinate periodic e-newsletter; assist with updating NRN website; Provide administrative support for NRN workshops/events, and/or training services; assist in maintaining databases; and communicate with nonprofit community members by responding to requests for information and support.  
Majors Requested:    Business Administration, Business Administration - Management Option, Business Administration - Marketing Option, Speech Communication - Public Relations Option, English  

Job Number:    13344  
Job Title:    Library & Archives Internship  
Location:    York  
Job Description:    The York County Heritage Trust has collected, preserved and educated the public about York County’s history, people and culture for over 100 years. The Library & Archives seeks individuals with a passion for history for semester-long internships. Interns gain hands-on experience in the proper care and organization of archival materials, develop an understanding of library and archives workflows, hone their research skills, and learn about local history while working with a friendly and enthusiastic team of librarians and volunteers.  
Current Projects Available:    • Digitizing photographs  
• Arranging and describing manuscript collections, and preparing finding aids for the collections  
• Transcribing and indexing oral histories  
• Cataloging and digitizing architectural drawings  
• Cataloging and digitizing maps  
• Cataloging and digitizing postcards  
• Digitizing oversized manuscript items  
Majors Requested:    Anthropology, Education, English, Foreign Languages, Geography, Government and Political Affairs, History, Multidisciplinary Studies, Philosophy, Social Studies, Undeclared major  

Job Number:    13400  
Job Title:    e-Center Intern  
Location:    Millersville  
Job Description:    • Forwards all completed applications to the eCenter Assistant Manager or Business Advisor.  
• Refers all unresolved member questions or problems to the Business Advisor or eCenter Assistant Manager.  
• Assists with the accurate monthly inventory of promotional items, applications, forms and brochures.  
• Assists with the orderly maintenance of the eCenters and ensures that eCenter equipment is used for credit union business only.  
• Assists with a variety of operational procedures for the purpose of dual control.  
• Monitors the ATM to ensure availability to the campus community.  
• Adheres to the operation of PSECU’s internal controls established for the eCenter.  
• Complies with all established University Development procedures.  
• Staffs interest tables throughout campus to promote credit union membership, products and services.  
• Assists with membership and new services applications and checks for accuracy and completeness.  
• Assists with group presentations to university clubs and organizations, which may include weekend and evening hours.  
Majors Requested:    Business Administration, Economics
Job Number: 13744  
Job Title: Animal Kennel Assistant  
Location: East Petersburg  
Job Description: Interns will be trained in basic animal management skills, dealing predominantly with cats in a NO-KILL, CAGE FREE shelter environment. Assistance with daily routine care of animals, cleaning of shelter, assistance with veterinary care as qualified, participation in offsite events for fundraising. Will also include public relations events and working with data entry into computer animal management system during incoming and adoption process.

Majors Requested: All Majors, All Minors

Job Number: 13932  
Job Title: Design Intern  
Location: Elizabethtown  
Job Description: Your creativity and design skills will contribute to the overall mission of Brittany’s Hope, aiding abandoned children worldwide through adoption grants, orphan care and child sponsorship. The Design Intern will work closely with Brittany’s Hope’s Creative Coordinator to concept, design and prepare final files for print and digital marketing collateral, including invitations, brochures, posters, signs, displays, email, banner ads, social media assets and website assets. He/she will also be given opportunities/responsibilities related to file management, copy writing, creative strategy, research, photography, illustration, campaign performance metrics and print vendor management.

Majors Requested: Art

Job Number: 14147  
Job Title: Public Relations Intern  
Location: Lancaster  
Job Description: Responsibilities may include, but are not limited to:
- Participate in various training sessions on achieving the goals of Horizon Initiative.
- Research and identify potential Sponsors using HI database and internet sources.
- Network independently at local community events, meetups and other gatherings to add potential Sponsors to our database.
- Actively and consistently communicate with past and potential Sponsors.
- Schedule your own presentations/visits with potential Sponsors.
- Creatively and convincingly conduct interactive presentations to a wide range of people.
- Determine how to adapt PR presentations as needed based on the interests of the audience.
- Represent the organization in planned initiatives including events, media, print, radio and TV.
- Assist in developing and executing organization’s fundraising strategies.
- Actively look for ways to assist other departments, as available.
- Actively assist in specific projects or programs, PR and not PR related.
- Actively assist in other administrative/housekeeping duties, as needed.
- Reports to the Director of Marketing.

Prefer intern to stay for 6 months.


Job Number: 14256  
Job Title: Marketing Intern  
Location: Lancaster  
Job Description: JOB SUMMARY: Work with the Brand Team on the day-to-day implementation of Auntie Anne’s marketing, promotional and advertising plans. Serve as a resource for the Brand Team and all Marketing Department team members to better serve our franchise partner customers, store managers and Franchise Business Consultants.

REPORTS TO: This position will report to Marketing Specialist, Consumer Marketing U.S.
ESSENTIAL DUTIES
1. Assist with coordination of national campaigns and marketing test campaigns, including campaign extensions into social networking channels and all online outreach efforts.
2. Assist with local marketing projects, including the development and coordination of Local Marketing Case Studies. Work directly with franchise partners providing local marketing support.
3. Work with Auntie Anne’s advertising agencies, marketing suppliers, landlords, and strategic and retail partners as needed.
4. Assist with the marketing of the My Pretzel Perks loyalty program. To include, but not limited to, copywriting, editing, monitoring and analyzing.
5. Work on specialized marketing projects as determined by Marketing Specialist, Consumer Marketing U.S.
6. Provide research support on relevant topics.
7. Oversee one or more other areas of responsibility as appropriate and necessary.

Majors Requested: Business Administration, Business Administration - Management Option, Business Administration - Marketing Option, Speech Communication - Public Relations Option, Speech Communication - Communication Studies Option

Job Number: 14310
Job Title: Social Media Intern
Location: East Petersburg

Job Description: Stadel Volvo is in need of a Social Media Intern. This person would be responsible for starting and maintaining all aspects of Stadel Volvo's social media. Intern will assist in management of social media and PR campaigns; write and edit email campaigns, newsletter and blog posts; assist with website production and content development and other duties as assigned.

Majors Requested: Business Administration, Business Administration - Management Option, Business Administration - Marketing Option, Speech Communication - Public Relations Option, Speech Communication - Communication Studies Option

Job Number: 14421
Job Title: Work Ready Program Intern
Location: Lancaster

Job Description: Interns will have direct interaction with participants which include assisting in the enrollment documentation. They will also assist in assessment of the participant’s needs. Also, they will help oversee participant daily activities and assist with workshop schedules. They will help Work Ready staff build a one-on-one working relationship with participants to aid in eliminating challenges that are hindrances to obtaining and retaining employment. They will assist with other tasks as assigned by the Program Manager and Work Ready Workforce Supervisors.

Majors Requested: Social Work, Sociology, Sociology - Criminology Option, Psychology

Job Number: 14429
Job Title: Economic Development Intern
Location: Lancaster

Job Description: Assist in the new business registration ordinance the City of Lancaster, PA, passed at the end of 2014. The interns would be responsible in assisting with accumulating data from the businesses in the area, identifying new businesses, and creating a method to track businesses. This includes walking the neighborhoods to collect the information from the businesses.


Job Number: 14448
Job Title: Youth Court Alliance Intern
Location: York

Job Description: Intern will provide administrative and program support for Youth court Alliance program; assist with trainings, conduct intake meetings, exit interviews and completion meetings with Youth court Alliance families. Intern will compile data and maintain files for program; provide routine reports to Director; Assist with recruitment of student volunteers; oversee hearings at William Penn High School, etc.
Job Number: 14472
Job Title: Sales Intern
Location: Lancaster

Job Description: We are a driven, energetic technical sales team, and we’re in search of a student with the right combination of initiative, organizational skills, and sales know-how to help us grow. In this internship, not only will you be working directly with our Sales Director to learn how to use key sales tools like Salesforce.com, SAP and Google Tools, but you’ll also get coached and get hands-on opportunities building leads, qualifying customers, and to help close deals, in a way that will leave you prepared for any sales job you want going forward.


Job Number: 14525
Job Title: Food & Beverage Audit Intern
Location: Hershey

Job Description: Execute several, random operational reviews throughout the summer season for assigned Food & Beverage outlets across the Entertainment Complex
• Interns to assist with cash drawer loan box audits and Child Labor Law compliance reviews
• Assist in the financial analysis of the Food and Beverage report by creating/updating various spreadsheets
• Assist in Period Close. Review Profit and Loss statements and analyze variances to budget
• Update weekly labor tracking spreadsheets and analyze in relation to margin
• Assist when need with payroll functions, to include, but not be limited to, payroll adjustments and labor audit.
• Perform random cash drawer and loan box audits of Food & Beverage locations in Hersheypark, Giant Center, and Hersheypark Stadium; the interns will evaluate these results, ensure adequate security over assets and investigate any discrepancies
• Document and evaluate the operating procedures, provide feedback to management and recommend future improvements; this internship will work closely with the Internal Auditor

Majors Requested: Business Administration - Accounting Option, Business Administration - Finance Option

Job Number: 14526
Job Title: Foods Admin Intern
Location: Hershey

Job Description: Handling a high volume of in-coming and out-going phone calls as well as greeting and assisting employee walk-ins
• Responding to written and verbal inquiries relating to events, schedules, policies, and procedures
• Assisting with the scheduling process, which includes; employee requests, schedule creation, and schedule modifications for over 2000 seasonal employees
• Creating and updating daily staffing reports for operational managers and supervisors
• Counseling employees on their attendance records and applying progressive disciplinary procedures
• Assisting with the coordination of the departments volunteer program
• Processing payroll for part time employees
• Filing personal records and performing other administrative duties related to the operational human resource functions of the Food & Beverage and Ride Operations departments
• Other duties as assigned.


Job Number: 14527
Job Title: Hershey Bears Game Day Intern
Location: Hershey
Job Description: Assists the Production Supervisor with the coordination and execution of Hershey Bears game day operations for the Hershey Bears Hockey Team. During the internship, interns will have the opportunity to network with not only all of the Bears staff, but also National Hockey League officials, American Hockey League officials, professional scouts, HE&R personnel, and sponsors. Interns will also assist with promotions and special events pertaining to game day events.

- Compile and distribute all media notes, press notes, and news clippings.
- Coordinate Rink of Dreams activities which include the following: Making sure all players enter and park in the correct locations, announcing Rink of Dreams Games, operating the time clock and scoreboard, and making sure all participants have had a good time and exit the building properly.
- Complete pre-game duties such as moving all promotional items into place for distribution prior to games, helping sponsors to their designated tables prior to doors opening, and meeting the Game Night Emcee with the proper prizing and script for each promotion.
- Oversee proper operation during the game. Duties include, but are not limited to: Choosing the contestants for each promotion during the game, preparing and informing each contestant for their designated promotion, making sure contestants are promptly in the proper location, informing the visiting teams' stars that they are a star of the game and when they are to go out on the ice.
- Faxing and distributing the official game sheets.
- Preparing and conducting the Ham and Turkey Shoots, Autograph Night, and Jersey Auctions.
- Assisting with the Coco's Kids Club parties, season ticket holder events, and charity events
- Work in conjunction with the Manager of Season Tickets to identify and call leads for Hershey Bears Season Tickets
- Assist the Sr. Manager of Group Sales with the coordination of Hershey Bears related group mailings
- Assist the Sr. Manager of Group Sales with data entry of group prospects.
- Assist the Sr. Manager of Group Sales with group ticket mailings.
- Oversee the data collection and input for the Hershey Bears Coco’s Kids Club
- Develop a monthly newsletter for the Hershey Bears Coco’s Kids Club
- Coordinate monthly mailing of Hershey Bears Coco’s Kids Club member birthday cards
- Assist with preparing upcoming game information for the Hershey Bears gameday program.
- Sort game day photos for use by the American Hockey League, Hershey Bears Social Media Outlets, Group Sales, Youth Hockey Programs and Corporate Partnerships.
- Print and Organize Credentials and Game Packets
- Work in conjunction with the Manager of Communications to develop player features for the Hershey Bears Hockey Club Weekly Release
- Assist with preparation of promotional materials to support Hershey Bears in game activities.

Majors Requested: Business Administration, Business Administration - Marketing Option, Speech Communication - Broadcasting Option, Speech Communication - Public Relations Option

Job Number: 14539
Job Title: Communications Intern
Location: Lancaster

Job Description: CAP seeks a dynamic, self-starter to assist with the agency’s marketing and communications efforts. This internship provides an opportunity to join an exciting, non-profit fundraising campaign to improve the health and well-being of children and low-income families. The ideal candidate must be passionate about community-benefit marketing and adept at growing social media followings.

Duties & Responsibilities:
- Develop and coordinate a fundraising communication plan
- Contribute to the development of digital marketing and social media strategies
- Prepare carefully crafted media articles and promotional material
- Develop web and social media content
- Increase the growth of followers and engagement on social media channels through effective content strategies


Job Number: 14560
Job Title: Development Office Intern
Location: Millersville
Job Description: Track cultivation and solicitation progress in alumni database for all constituents; Conduct electronic and database research, rating analysis, moves management, file creation, creation/update of information in database, maintenance of contact information, review call reports from development officers, data mining of individuals; Review journals and periodicals for new prospects and for information pertinent to current prospects, donors, trends, philanthropy and education; improve and contribute to constituent files; Develop individual profiles; and occasional corporate and foundation profiles; Serve as part of the data team that reviews and updates procedures on alumni database, data integrity and filing procedures; Work with in-house library/reference sources; Generate staff accountability reports for moves management of all prospects (individuals, corporations and foundations); Work on special campaign and related initiatives/projects; Assist with the development of computerized reports needed for prospect research program.


Job Number: 14602
Job Title: Legislative Intern
Location: Harrisburg

Job Description: The Joint Legislative Air and Water Pollution Control and Conservation Committee, commonly referred to as the Joint Legislative Conservation Committee, is a bipartisan and bicameral legislative service agency of the Pennsylvania General Assembly. The committee provides objective research and recommendations to the state legislature on a variety of topics related to the sustainable use of the commonwealth’s diverse natural resources.

Conducts basic research on environmental issues; Works directly with the committee staff to develop and analyze legislation; Assists in conducting analysis and evaluation of existing state environmental programs; Develops findings, conclusions and recommendations resulting from research and prepares relevant reports for the General Assembly; Prepares monthly newsletter articles, report summaries and fact sheets; Monitors legislative activity; Assists in responding to committee member inquiries and requests; Researches and responds to constituent and stakeholder inquiries.

Majors Requested: Government and Political Affairs, Biology - Environmental Biology Option

Job Number: 14603
Job Title: Recreation Intern
Location: Schuylkill Haven

Job Description: Recreation Intern

Looking for one intern for each of the following upcoming semesters: Fall 2015, Spring 2016, and Summer 2016
Intern will work within the Recreation Department assisting with youth programs, adult programs and seasonal activities. Manage, promote and facilitate various sports leagues and special events. Assist with instruction and planning for a variety of sports programs and scheduling of leagues. Collect statistics and other information. Must possess good written and oral communication and computer skills. Must be willing to work varied hours during the day and evening.

This is a hands-on experience where the intern will gain knowledge in various forms of community recreation.

Majors Requested: Business Administration, Computer Science, Economics, Education, Government and Political Affairs, Undeclared major, Athletic Coaching Minor

Job Number: 14604
Job Title: Marketing & Graphic Design Intern
Location: Lancaster

Job Description: Intern will:
• Design printed materials (brochures, banners, posters, post cards, flyers, event programs), advertisements, electronic communication (FB, Twitter, YouTube, Email/E-newsletter, Website, digital signage etc) within a given budget
• Coordination with other interns and student workers providing assistance related to marketing and event coordination
• Ongoing Communication with University Communications & Marketing, ticketing and various campus departments and external clients to ensure accurate information for the public
• Update and maintain database of email addresses used for marketing and promotions
• Design and oversee e-marketing through Constant Contact
• Update website and social media outlets so they are always current
• Assist in ensuring online calendars both internal/external are accurate and current
• Stay current on all arts marketing trends in Lancaster, regional and national markets
• Create and implement grassroots marketing tactics to attract new and diverse audiences, and add insight to how to increase student attendance at events.
• Assist with creation and implementation of new marketing ideas
• Help create programs to market to students, MU community, alumni and the community at large
• Create and develop graphics, layouts and templates
• Assist in event planning and performing various activities needed for events occurring at The Ware Center such as: coordination of logistics, greeting patrons, prepping and setting up space, ushering, and more, when needed
• Assisting in general office administration such as answering phones, filing, and other necessary organization, as needed.
• Intern may be called upon to handle the front desk and selling event tickets
• Attend scheduled Think Tank Meetings
• Assist in training new Marketing and Graphic Design Interns
• All other duties as assigned

Majors Requested: Art, Speech Communication - Public Relations Option, English, Journalism, English - Print Journalism Option, Speech Communication - Communication Studies Option

**Job Number:** 14652  
**Job Title:** Journalism Intern  
**Location:** Lancaster  

**Job Description:** Music For Everyone (MusicForEveryone.net), a non-profit organization dedicated to cultivating the power of music in Lancaster County is seeking a journalism student for an internship opportunity for the Fall 2015 and Spring 2016 terms. Job responsibilities will include writing and blogging about various MFE programs and initiatives. Those writings will be posted on MFE’s various social media platforms

Majors Requested: English, English - Print Journalism Option, English, Journalism

**Job Number:** 14702  
**Job Title:** Director of Sales and Marketing Intern  
**Location:** Lancaster  

**Job Description:** This person will have the following responsibilities:
- Oversee the advertising and promotion activities (online ads, electronic media and email) related to The Public Speaking Project's new apps and students study guide.
- Develop and implement strategic marketing and sales plans to achieve company objectives.
- Work closely with the owner, app developers, and Social Media Director to create compelling ads and social media content related to the products.
- Monitor competitor products, sales and marketing activities.
- Research faculty and student market segments in order to develop new product ideas and provide input on pricing strategy.
- Communicate with institutional clients and assist owner in negotiating bulk sales.

Job Number: 14704
Job Title: Director of Sales and Marketing Intern
Location: Lancaster

Job Description: This person will have the following responsibilities:
- Oversee the advertising and promotion activities (online ads, electronic media and email) related to The Public Speaking Project's new apps and students study guide.
- Develop and implement strategic marketing and sales plans to achieve company objectives.
- Work closely with the owner, app developers, and Social Media Director to create compelling ads and social media content related to the products.
- Monitor competitor products, sales and marketing activities.
- Research faculty and student market segments in order to develop new product ideas and provide input on pricing strategy.
- Communicate with institutional clients and assist owner in negotiating bulk sales.