

**Job Number:** 1135  
**Job Title:** Engineering/Foundry Trainee

**Location:** MYERSTOWN

**Job Description:** Assigned to the Engineering Dept, will be trained in all aspects of engineering for investment castings. Will have hands-on experience in all departments of investment casting process. Should have an interest and be looking for a future in investment castings. PT AVAILABLE EVERY SEMESTER

**Majors Requested:** Industry & Technology

**Job Number:** 3627  
**Job Title:** Intern

**Location:** Harrisburg

**Job Description:** Tierney Communications, a Philadelphia-based advertising and public relations agency, is seeking a full-time/part-time fall interns for its Harrisburg public relations team.

Intern responsibilities include:

- providing support in the areas of media monitoring
- maintaining various databases including media lists
- conducting research for current clients and new business opportunities
- formatting presentations
- general office duties

The ideal candidate will possess solid organizational skills, strong writing ability and most importantly be a team player!

If this sounds like you, please respond (e-mail is preferred) with your resume and cover letter

**Majors Requested:** Business, Marketing, Communications, Communications, Public Relations, English

**Job Number:** 5042  
**Job Title:** Engineering Intern

**Location:** Lancaster

**Job Description:** Intern will work closely in the development and applications engineering environment. Projects involve leading edge consumer ICs, with applications in cable, satellite, terrestrial and IP set-top box markets. Skills needed: programming in C/C++, embedded systems, ability to independently debug issues and knowledge of digital video. Java and Linux.

**Majors Requested:** Computer Science

**Job Number:** 5430  
**Job Title:** Mechanical Engineering Intern

**Location:** Lancaster

**Job Description:** Intern will support efforts to meet manufacturing planning schedule requirement by improving existing facilities layout; support initiatives associated with capacity expansion; assist in capital project management; contribute toward achieving safer work environment; review and improve manufacturing standard operating procedures and participate in development of new or improved products.

Majors Requested: Industry & Technology

**Job Number:** 5611  
Job Title: Marketing Intern

Location: New Holland

Job Description: Intern will assist with key marketing initiatives, including industry and product research; data analysis; presentation building; departmental organization, and other duties as assigned.

Majors Requested: Business, Business, Management, Business, Marketing

**Job Number:** 5651  
Job Title: Business Intern

Location: Lancaster

Job Description: Intern will rotate through various store functions including inside and outside sales, distribution, marketing, merchandizing, procurement, and other support areas to get broad view of wholesale industrial industry, all while having impact on successful operation and management of company.

Majors Requested: Business, Business, Accounting, Business, Finance, Business, Management, Business, Marketing, Economics

**Job Number:** 5658  
Job Title: Accounting/Finance Intern

Location: Hershey

Job Description: The Contract Manufacturing department works with over 40 outside companies in the United States, Canada, Europe and Asia that provide manufacturing or packing services to Hershey. Interns work as part of our accounting staff, which includes four full-time professionals. Interns participate in monthly accounting closing and financial reporting, analysis of manufacturing variances, maintenance of item master data and standard product costs using SAP and Microsoft Access systems, monitoring of inventory balances and review of physical inventory results, maintenance/audit of fixed asset records, and other project assignments.

Student must apply online:  
[https://intranet-hersheys.icims.com/hersheys\\_intranet/jobs/candidate/job.jsp?mode=view&jobid=2983](https://intranet-hersheys.icims.com/hersheys_intranet/jobs/candidate/job.jsp?mode=view&jobid=2983)

Majors Requested: Business, Accounting, Business, Finance

**Job Number:** 5664  
Job Title: Graphic Designer

Location: Lancaster

Job Description: Intern will design advertisements, signage and collateral pieces while working with sponsors. Student must have own graphic software.

Majors Requested: Art, Art, Commercial, Industry & Technology

**Job Number:** 5683  
Job Title: Accounting Assistant

Location: Lititz

Job Description: Intern will perform aspects of AP, AR, Payroll and variety of other functions for company. Intern will communicate with customers and vendors on regular basis to ensure clarity of current financial position. Other duties include assisting month end close, check printing, and account reconciliation.

Majors Requested: Business, Accounting

**Job Number:** 5689  
Job Title: Community Relations Intern

Location: Hershey

Job Description: Intern will interact with team members to learn many aspects of non-profit; keep log of daily assignments; participate in interactions with members of Garden, Theatre and Museum; assist in planning meetings and writing and researching of Ovation and Legacy newsletter; and assist with volunteer scheduling, recruitment, training and retention.

Majors Requested: Business, Management, Business, Marketing, Communications, Communications, Public Relations, English, English, Journalism

**Job Number:** 5690  
Job Title: Special Events/Fundraising Intern

Location: Hershey

Job Description: Intern will assist with special events and fundraising committees identify financial and community goals; attend meetings in support of event; assist in planning and execution of events including negotiating prices and acting as liaison between entity staff and vendors; coordinate and assist in all grassroots marketing efforts; process and track ticket orders; and assist other members of "Community Outreach Team" as needed.

Majors Requested: Business, Business, Management, Business, Marketing, Communications, Communications, Public Relations

**Job Number:** 5691  
Job Title: Archives Intern

Location: Hershey

Job Description: Intern will process archival collection of institutional records or private papers; be responsible for arrangement and description of collection, including preparation of research guide and collection description for in-house database.

Majors Requested: History, History, Applied American

**Job Number:** 5720  
Job Title: Communications Intern

Location: Ephrata

Job Description: Intern will develop new, and enhance current communication vehicles such as newsletter, web site, etc., see out new ways, electronically to increase our product reach; write procedural manuals with implementation of the above; represent organization at various committee meetings; design and implement retail window displays and other duties as assigned.

Majors Requested: Art, Commercial, Business, Marketing, Communications, Communications, Public Relations

**Job Number:** 5721  
Job Title: Quality Assurance Intern

Location: Lancaster

Job Description: Intern will accurately key in project specific Statistical Process control data and perform verification of information keyed in by other staff members; assist in resolving discrepancies between Manufacturing and Quality Engineering groups on routine basis. Intern will deal mainly with Quality Assurance Engineers and with Production Managers/Operators to coordinate effort of getting SPC data keyed, verified, and processed.

Majors Requested: Business, Business, Management, Industry & Technology, Mathematics, Mathematics, Actuarial Science

**Job Number:** 5761  
Job Title: Special Projects Intern

Location: Lancaster

Job Description: Intern will assist with two large projects: archiving photos of the Symphony from Lancaster Newspapers; and research and documentation of book being written on the history of the symphony. Student must be flexible and be able to attend one concert a month.

Majors Requested: Business, Business, Management, Music, Music Industries

**Job Number:** 5780  
Job Title: Graphics Intern

Location: Bird-In-Hand

Job Description: Intern will focus on the role of graphics in composing the magazine, and will learn the entire process of producing a publication, including marketing, sales, ad design, layout, final distribution and measuring effectiveness. Know operations of business. Summer Only

Majors Requested: ALL ART Majors

**Job Number:** 5781  
**Job Title:** Group Sales/Marketing Internship

**Location:** Bird-In-Hand

**Job Description:** Intern will become knowledgeable in the business of the company and the hospitality industry such concepts as tiered pricing, group itinerary development, tour planning and logistics. Intern will develop Marketing Materials; Target email and ground mail distribution of Marketing materials; place phone calls to existing and potential tour operators operator; assistance in planning and execution of itineraries to groups; learn student travel, tiered pricing and tour develop and monitor and evaluate product offerings and other tasks as assigned.

**Majors Requested:** Business, Business, Marketing

**Job Number:** 5784  
**Job Title:** Internship

**Location:** Hanover

**Job Description:** Internships available in school based programs, partial hospitalization, autism program and social rehab and behavioral health. Applicants must have child and criminal background clearances.

**Majors Requested:** Social Work, Psychology, Psychology, Clinical, Psychology, Human Services, Psychology, School

**Job Number:** 5785  
**Job Title:** PUBLIC RELATIONS INTERN

**Location:** HARRISBURG

**Job Description:** Intern will scan and clip daily and weekly newspapers for client and agency news; write and edit news releases; create media distribution lists; conduct news release follow-ups; attend planning meetings; participate in brainstorming meetings and assist over departments as needed. Must be senior status.

**Majors Requested:** Business, Marketing, Communications, Communications, Public Relations, English, English, Journalism

**Job Number:** 5786  
**Job Title:** Software Programmers

**Location:** Lancaster

**Job Description:** Intern will work in Lancaster headquarters for the clipperTV Division. Intern must have experience with C#.NET (controller application), ColdFusion, HTML, Javascript, XML, SQL 2005 (web interface, admin, data feed), Flash 9, Actionscript 2 & 3 (strong knowledge).

**Majors Requested:** Computer Science

**Job Number:** 5787  
Job Title: Marketing Assistant

Location: Harrisburg

Job Description: Intern will be responsible for creation of ads, flyers, brochure, postcards, signage, banners, etc. for Real Estate/Developer business. Will also create monthly newsletter, PowerPoint presentations and assist in planning company events; order company apparel, business cards, uniforms. Student must submit cover letter with resume.

Majors Requested: Art, Art, Commercial, Business, Business, Marketing, Communications

**Job Number:** 5804  
Job Title: R & D Intern

Location: Conestoga

Job Description: Intern will interface with plant production on daily activities; work with other production and R&D associates in setting production schedules; take part in taste panels; work with R&D techs to develop new products; enter data results in computer system and assist in analyzing results and assist in conducting vendor quality surveys. Include Job Code: EVR-R&D in subject line.

Majors Requested: Biology, Chemistry, Chemistry, Biochemistry, Mathematics

**Job Number:** 5823  
Job Title: Program Assistant

Location: Lancaster

Job Description: Intern will prepare and coordinate monthly First Friday newsletter publication from beginning to end; coordinate various arrangement for First Fridays; update and enhance LancasterArts website; assist with other events such as Fall ArtWalk and Artists' Saturday; respond to various inquiries about events; and assist with bookkeeping.

Majors Requested: Art, Art, Commercial, Business, Business, Marketing, Communications, Communications, Public Relations, Music

**Job Number:** 5825  
Job Title: Access Programming Intern

Location: Denver

Job Description: Intern will work with various departments to develop custom ACCESS database applications to support our business processes. Create user friendly, custom tools that simplify information management. Will meet with process owners to completely define user requirements and then work independently to create the tool. Develop custom reports for multiple users and departments. Strong ACCESS skills required.

Majors Requested: Computer Science

**Job Number:** 5828  
**Job Title:** Purchasing/Procurement Intern

**Location:** Lancaster

**Job Description:** Intern will assist in development and execution of sourcing strategies for materials based on internal requirements, market conditions, and trend; assist in supplier management: negotiations, supplier performance; lead multi-functional teams to improve value of material supplies; lead process improvement initiatives for procurement systems; and utilize systems to execute transactional and administrative procurement functions.

Must apply online: [www.armstrong.com](http://www.armstrong.com). Must have 2.8 GPA

**Majors Requested:** Business, Business, Accounting, Business, Finance, Business, Management, Business, Marketing

**Job Number:** 5845  
**Job Title:** Design Drafter

**Location:** Strasburg

**Job Description:** Intern will take designs from concept to completion utilizing knowledge of Inventor, "I-Parts" software applications, and 3D-CAD Modeling to create and maintain drawings. Must have strong background in use of Autodesk Inventor and/or AutoCAD.

**Majors Requested:** Industry & Technology

**Job Number:** 5846  
**Job Title:** Management Analyst

**Location:** Camp Hill

**Job Description:** Intern will research and develop potential new industries and products; research manufacturing processes to determine application of processes in corrections environment; perform on-site reviews of process to make recommendations with regard to efficiency; research manufacturers of equipment to determine equipment specifications; and attend meetings and provide written documentation of actions taken. **MUST COMPETE PERSONAL DATA SHEET!**

**Majors Requested:** Industry & Technology

**Job Number:** 5866  
**Job Title:** Project Intern

**Location:** Landisville

**Job Description:** Intern will assist Sales & Marketing, Finance and Manufacturing departments. Projects will be identified by Department Leader and scheduled according to importance and priority. Intern will learn all areas of manufacturing business by being an integral part of project completion in key areas.

**Majors Requested:** Business, Business, Finance, Business, Management, Business, Marketing

**Job Number:** 5872  
**Job Title:** Programmer Intern

**Location:** Boyertown

**Job Description:** Intern will be responsible for supporting and maintaining current applications; write simple technical descriptions and document assignment work; integrate code changes in different software versions and identify potential problems in existing code. Experience with Delphi and SQL are a plus.

**Majors Requested:** Computer Science

**Job Number:** 5873  
**Job Title:** Architectural Survey Intern

**Location:** Marietta

**Job Description:** Intern will use prepared material to examine and identify architectural features of buildings located throughout borough. Surveys will be used to determine borough's housing stock; and as part of development of borough's new comprehensive plan and walking tour guidebook for Marietta. Intern should be familiar with architectural periods, styles and characteristics. Student must send cover letter with brief description of why they want to participate and recommendation from the university advisor.

**Majors Requested:** Geography, History, History, Applied American

**Job Number:** 5880  
**Job Title:** Wealth Management Assistant

**Location:** Lancaster

**Job Description:** Intern will be a vital part of our daily operations, assisting our wealth management department by performing investment research, utilizing Morningstar reports, executing trades for client accounts, and depositing checks.

**Majors Requested:** Business, Business, Accounting, Business, Finance, Business, Management, Economics

**Job Number:** 5899  
**Job Title:** Marketing Intern

**Location:** Lancaster

**Job Description:** Intern will be responsible for supporting Marketing Department with various projects. Projects will range from preparing promotional/marketing materials to maintaining company's agency database.

**Majors Requested:** Business, Business, Management, Business, Marketing

**Job Number:** 5902  
Job Title: Accounting Intern  
Location: Mountville  
Job Description: Intern will assist with entry level analysis; Reconciliations; Accounts payable; and General ledger entries.  
Majors Requested: Business, Accounting

**Job Number:** 5929  
Job Title: Applications Intern  
Location: Mount Joy  
Job Description: Intern will perform load calculations, conduct Cambridge building takeoffs from blueprints for factory sizing; bid submittal and O&M's; determine budget price for projects; input wiring diagrams into AutoCadd; and create and edit PowerPoint presentation for Technical Service Group.  
Majors Requested: Industry & Technology

**Job Number:** 5955  
Job Title: Internship  
Location: Mountville  
Job Description: Intern will utilize education to help in area that best relates to interests of student. Intern will be directly supervised by Volunteer Coordinator and have broad opportunity to learn more about corporate structure of organization and need for community involvement on all levels.  
Majors Requested: Business, Business, Management, Business, Marketing, Communications, Public Relations, Social Work

**Job Number:** 5977  
Job Title: Campaign Intern  
Location: Lancaster  
Job Description: Seeking reliable and motivated students to fill positions within our nationally recognized Victory program. Interns will phone banking for candidates; lead door to door teams; recruit volunteers; attend county meetings and events; and assist with administrative tasks and database compilation.  
Majors Requested: Government & Political Affairs

**Job Number:** 5983  
Job Title: Trainee-Production Tech  
Location: New Castle  
Job Description: Intern will assist with set preparation for broadcasts; assist with operation of video equipment; edit video and audio; shadow producers, production assistants, and writers and observe functions that contribute to production of newscast; check equipment to ensure proper functioning and perform other related duties.  
Majors Requested: Communications, Communications, Broadcasting

**Job Number:** 5984  
Job Title: Human Resource Specialist

Location: Carlisle

Job Description: Intern will administer human resource functions and assist with Borough's Risk Management Program. Position involves administration of employee benefits, compensation, recruitment and retention, employment law, claims management, workers compensation, liability issues, etc. Student must provide cover letter.

Majors Requested: Business, Business, Management, Psychology

**Job Number:** 5990  
Job Title: Marketing Assistant

Location: Philadelphia

Job Description: IDISUS, Inc is International Consulting Company specializing in Marketing & Business development services for European companies. Intern will assist with Seminar organization; updating company database; registration list for Seminar; edit emails, flyers; logistics for seminar; follow up with customers in Europe and US; research specific needs from European clients and other duties as assigned.

Majors Requested: Business, Business, Management, Business, Marketing, International Studies

**Job Number:** 5994  
Job Title: Tax Intern

Location: Harrisburg

Job Description: Intern will conduct in-depth interview with clients and obtain information and material required for tax preparation. Fully communicate to client procedures, paperwork and timeframes applicable to service being provided and accurately prepare all paperwork and complete required data entry according to policy and procedures. Spring semester only.

Majors Requested: Business, Accounting

**Job Number:** 5996  
Job Title: Wellness Interns

Location: Lancaster

Job Description: Intern will observe Healthy Weight Management programs, Cardiac Rehab Department programs, tobacco prevention programs; research scientific resources from journals, assist with program design, development and evaluation; coordinate healthy cooking demonstrations; develop fact sheets on wellness topics and shadow health educators, nurses and dietitians, and learn about surgical weight management programs at Lancaster General.

Majors Requested: Biology, Communications, Psychology, Sociology

**Job Number:** 5998  
**Job Title:** Communications/Journalism Intern

**Location:** Harrisburg

**Job Description:** Intern will experience newspaper writing and reporting for two local monthly publications-one which focuses on happenings around state government and the other for dog lovers. Intern will have opportunity to write short feature articles, in-depth trend stories, web stories and breaking news pieces in addition to developing marketing material. Student must submit cover letter and two writing samples or published clips.

**Majors Requested:** Communications, English, English, Journalism

**Job Number:** 5999  
**Job Title:** Trail Development Intern

**Location:** Seven Valley

**Job Description:** Intern will assist in managing many trail development projects and trail studies. Intern will assist in conducting countywide trail study that will engage municipalities, trail organizations, and general public in developing "road-map" for future development of trails throughout York County.

**Majors Requested:** Geography

**Job Number:** 6006  
**Job Title:** Solutions Intern

**Location:** Harrisburg

**Job Description:** Intern will code and unit test programs that comply with detailed specifications and coding standards; write and create technical system documents; participate in testing efforts; work in team environment both onsite and remote; create and modify stored procedures; play role on system integration testing effort by fixing identified bugs and running test scripts and perform ad hoc tasks as assigned. Student must have 2.0 or above, knowledge of VB.NET or C#.NET and ASP.NET and SQL Server 2005.

**Majors Requested:** Computer Science

**Job Number:** 6011  
**Job Title:** Finance Intern

**Location:** Lancaster

**Job Description:** Intern will obtain an understanding of field of municipal public finances; assist in preparing presentations and marketing information; use excel to prepare spreadsheets; internet reserach to determine market conditions, marketing info and assist in developing prospectie client lists; and assist in communication with market makers as well as other commercial banking institutions.

**Majors Requested:** Business, Business, Accounting, Business, Finance, Business, Management, Business, Marketing, Economics

**Job Number:** 6015  
**Job Title:** Art Intern

**Location:** Lancaster

**Job Description:** Intern will have opportunity see inner working of small crafts business and gain skills such as: woodworking skills, using a bandsaw, sander, drill press, and other machinery. Jewelry design, using cold connections and soldering; marketing techniques such as finding your market, website management, advertising, selling wholesale and retail and working with galleries. There will also be opportunities to attend nationally acclaimed fine craft shows and learn how to sell your artwork first hand.

**Majors Requested:** Art

**Job Number:** 6016  
**Job Title:** Human Resource Intern

**Location:** York

**Job Description:** Intern will assist HR management team with development and oversight of HR building blocks program, a method used to ensure consistent company wide HR practices. Intern will also assist in coordination of Corporate "Positive Employee Relations Practices" training program and development of company-wide 2009 Affirmative Action Plan.

**Majors Requested:** Business, Business, Management, Communications, Psychology

**Job Number:** 6035  
**Job Title:** Intern

**Location:**

**Job Description:** Intern will assist staff with overall management of CCERP to ensure its effective, efficient and professional conduct of business. Intern will monitor all unit activities to ensure coordination and accountability; manage office support operations; assist with coordinating and scheduling events; planning and coordinating three to four major events and fund-raising and public relations work in regional planning and regional partnerships.

**Majors Requested:** Business, Business, Management, Business, Marketing, Communications, Public Relations, Communications, English, Sociology, Psychology

**Job Number:** 6040  
**Job Title:** Promotions Assistant

**Location:** Ephrata

**Job Description:** Intern will work closely with promotions department in creating and implementing promotions for radio station. Intern will learn different aspects of radio station in programming, production and sales and have other duties assigned.

**Majors Requested:** Communications, Broadcasting, Communications, Business, Business, Marketing, English, Journalism, English

**Job Number:** 6053  
Job Title: Marketing Specialist

Location: Lancaster

Job Description: Intern should be professional and outgoing to assist in marketing, advertising and client management as business expands in the market and at their sports performance center. Intern should have interest in athletics and be able to communicate effectively, organized, and be a good writer.

Majors Requested: Business, Business, Management, Business, Marketing, Communications, Public Relations

**Job Number:** 6060  
Job Title: Human Resource Intern

Location: Lancaster

Job Description: Intern will develop and maintain employee hiring files, plan and organize employee mailings; assist with answering phone lines; develop and recommend employee welfare program; develop and recommend recruiting strategies; evaluate safety program and some limited projects with comp and benefits.

Majors Requested: Business, Business, Management, Psychology

**Job Number:** 6061  
Job Title: Sales/Marketing Intern

Location: Lancaster

Job Description: Intern will learn product lines; organize product book and literature sheets; develop procedure to update product books and literature with new items; develop customer profile for specific products; develop plan to promote products to specific customer targets; develop customer base; develop leads data base; provide customer service through answering phones, email, mail, or in person; and assist with projects on as needed basis.

Majors Requested: Business, Business, Management, Business, Marketing, Economics

**Job Number:** 6062  
Job Title: Accounting Intern

Location: West Lawn

Job Description: Intern will be involved with Accounts Payable, accrued and prepaid expenses, month-end close procedures and year-end financial and tax workpaper sales/operations/financial database upgrade.

Majors Requested: Business, Accounting, Business, Finance

**Job Number:** 6063  
**Job Title:** Sales Tax Consultant

**Location:** Wormleysburg

**Job Description:** Intern will respond to client inquiries and requests from tax authorities; travel to client locations to gather and copy tax returns, invoices, purchase orders; documentation to use in audit refund process; Review documentation and research issues; work with raw data to complete calculations; draft filings such as petitions for redetermination, refund claims; and perform other duties as assigned.

**Majors Requested:** Business, Accounting, Business, Finance

**Job Number:** 6064  
**Job Title:** Marketing Intern

**Location:** YOrk

**Job Description:** Intern will help develop and track internet rental activities for self-storage operation; analysis of our customer base; research on internet and mapping of zoning districts in Philly suburb markets; and design and participate in marketing ideas both for the internet and print media for our self storage business.

**Majors Requested:** Business, Marketing

**Job Number:** 6067  
**Job Title:** Administrative Assistant

**Location:** Lancaster

**Job Description:** Intern will assist Marketing Coordinator with: Event planning-Spring fund raisers include Race for Education, Golf Challenge & Auction, and Open Houses; Pathway newsletter (school news magazine)-winter & spring editions; Website maintenance-prepare new web pages, edit photos; and assist with press releases.

**Majors Requested:** Communications, Communications, Public Relations, Business, Business, Marketing

**Job Number:** 6068  
**Job Title:** HR Internship

**Location:** Lancaster

**Job Description:** Intern will assist with replying to employment inquiry emails, assembling orientation folders; assist with internet recruitment, including developing sources, posting positions and tracking responses; e-mailing or mailing orientation material; maintain background check database; review applications or conduct phone screens for applicants; analyze results of screening tools to recommend applicants; respond to phone calls and maintain open line of communication with co-workers, management and other departments.

**Majors Requested:** Business, Business, Management, Psychology