

# INTERNSHIPS

Internships provide real-world experience to students looking to explore or gain the relevant knowledge and skills required to enter into a particular career field. The Career Management Center's staff has the ability to customize an internship program for you and help your organization to brand its opportunities through the use of listservs, faculty communications, social media, video and media alternatives, and interactions with business student organizations.

## Benefits for Employers:

- Identify and retain talent for long-term employment
- Hire skilled labor in a cost-effective way
- Gain fresh ideas and perspectives
- Increase company brand awareness
- Assess the fit between the organization and the intern
- Create a recruiting edge on campus
- Support students education and professional efforts
- Meet peak or seasonal needs without a long-term commitment

## Getting Started:

Successful descriptions highlight the value of the internship to the student. Please include:

- Brief description of your organization
- Wage, hours per week, and start and end dates
- Position title with skills and qualifications desired
- Duties, responsibilities, and expectations
- Value proposition of the opportunity
- What skills they will gain
- Application, company and contact information

Indicate the process by which students should apply for the position and what documents they should include. Positions should also be posted on [Handshake](#), formerly CareerRam, which is the online job/internship posting board for CSU students.

*"The recruiting process at the College of Business has been very rewarding for FirstBank. We have received top candidates for both our management program as well as our internship opportunity that has matriculated into high performing employees. We look forward to building on our strong relationship with the Career Management Center and the wonderful opportunities it provides us."*

*-- Joe Amato-Baril  
Director of Diversity  
FirstBank*



## Steps After an Intern is Hired:

- Assign a mentor. This person will be a good resource for questions, evaluations, feedback, and guidance.
- Provide an orientation of the organization.
- Offer valuable opportunities for the intern to participate in meetings, networking, and volunteering.
- Clearly communicate company opportunities for employment.

## Compensation:

Hiring an intern is a cost-effective way for an organization to supplement its staff. Internships can be categorized as for credit, contact the internship coordinator for more information. Compensation is optional; however, in consideration of wage and hour laws, consider paid versus unpaid status and stipends. Interns who are compensated should be paid through W-2, not 1099, due to student tax and liability issues.

The Department of Labor allows interns to be unpaid only if ALL the following criteria are met:

- The training would be comparable to that given at a vocational school.
- The training would benefit the student.
- The student would not replace regular employees but would work under close supervision of existing staff.

### Contact Us

Colorado State University  
1201 Campus Delivery  
Fort Collins, CO 80523

#### Career Management Center:

Phone: (970) 491-1540  
Email: [CoB\\_CMC](mailto:CoB_CMC)  
Website: [Biz.colostate.edu/careers](http://Biz.colostate.edu/careers)

#### Intern Coordinators:

**Accounting** - Kristen Reilly  
[Kristen.Reilly@business.colostate.edu](mailto:Kristen.Reilly@business.colostate.edu)

**CIS** - John Plotnicki  
[John.Plotnicki@colostate.edu](mailto:John.Plotnicki@colostate.edu)

#### Finance & Real Estate -

John Hopkins  
[John.Hopkins@business.colostate.edu](mailto:John.Hopkins@business.colostate.edu)

**Management** - Bill Shuster  
[Bill.Shuster@business.colostate.edu](mailto:Bill.Shuster@business.colostate.edu)

**Marketing** - Nancy Boykin  
[Nancy.Boykin@business.colostate.edu](mailto:Nancy.Boykin@business.colostate.edu)

## Internship Posting Example:

<b>Company:</b>	PR Communications Inc.
<b>Job Title:</b>	Digital PR Intern PR Communications Inc.
<b>Wage/Salary:</b>	\$12 per hour    Hours/Week
<b>Job Description:</b>	<p>Looking for an internship to gain quality, hands-on public relations experience? PR Communications Inc. is a new, growing, financially profitable PR firm focused on leveraging SEO and leading edge web marketing technology. We're offering an exciting new position where you will explore the possibilities of taking PR online. You will learn search engine optimization marketing strategies, update news and other web content, and assist with pay-per-click reporting, in addition to traditional PR duties, which include: compiling media reports, researching media inquiries, providing writing support for public and media relations, serving in a support role in answering media calls.</p> <p>Qualifications: Preferred and Required</p> <ul style="list-style-type: none"> <li>- Strong writing and verbal communication skills</li> <li>- Excellent organizational skills</li> <li>- Highly motivated</li> <li>- Marketing, PR or Communications major</li> <li>- Upper classman status (Junior or Senior)</li> </ul> <p>Internship Specifics:</p> <ul style="list-style-type: none"> <li>- September through December or January through May / approximately 15 to 30 hours per week (negotiable)</li> <li>- Will work with student's academic department to obtain school credit if desired</li> </ul> <p>PR Communications is an Equal Opportunity Employer.</p>
<b>Application Instructions:</b>	To apply: Please send cover letter, resume, and availability to Joe Communications, <a href="mailto:joe@prcommunicationsinc.com">joe@prcommunicationsinc.com</a> .

# JOBS

We understand new hires require a significant amount of start-up investment, and we want to help you find the individual that will make this investment yield a fruitful return. The Career Management Center at CSU's College of Business can help you navigate the University hiring process. Business graduates have a strong work ethic, an ethical business foundation, and business acumen.

## Benefits of Hiring Recent Graduates:

- Enthusiastic and motivated
- Ready to mold
- Continuous and quick learners
- Multitasking ability
- Solid business skills
- Fresh ideas and perspectives
- Succession planning
- Cutting edge skills

## Getting Started:

Promote your career opportunities on [Handshake](#), formerly CareerRam. This service is free to employers and can reach the entire College of Business student population or specific individuals who meet your desired qualifications. To post in Handshake, we will need the following information:

- Brief description of your organization
- Salary information
- Position title with skills and qualifications desired
- Duties, responsibilities, and expectations
- Value proposition of the opportunity
- Application, company and contact information

Indicate the process by which students should apply for the position and what documents they should include. To post your job, visit

<http://www.colostate.joinhandshake.com>.

*“Target has found the students at the College of Business to be high quality, professional candidates. They have tools to help them succeed in the recruiting process and have shown to be some of the best candidates on the Western Slope. The Career Management Center has been a great partner to provide us opportunities to meet these students as well as continue to recruit and hire top talent.”*

Jessica Maslow  
Sr. Field Campus Recruiter  
HR - Talent Acquisition  
Target

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# Job Posting Example:

<b>Job Title:</b>	Marketing Analyst
<b>Company/ Organization:</b>	Premier IT Inc.
<b>Wage/ Salary:</b>	Competitive salary based on qualifications
<b>Job Description:</b>	<p>Do you like a dynamic, entrepreneurial work environment that is fast paced and where the action is? Are you looking for a job that will allow you to grow your skills and business acumen? Then this is the job for you! Join a team that drives and administers two critical deliverables directly contributing to Premier IT's revenue! The Marketing Team ensures Premier IT Solution's offerings are supported and successfully launched through a world class operational architecture. We are looking for recent master-level graduate, graduate, undergraduate student, or candidate with 3-5 years relevant work experience to be a trusted adviser to Premier IT Solution's Business Units and Global Sales, primarily solving marketing item and pricelist issues.</p> <p>Essential responsibilities and functions:</p> <ul style="list-style-type: none"> <li>- Effectively solve business requests for marketing item and service pricelist issues</li> <li>- Participate in and solve issues raised through daily business support triage meetings</li> <li>- Develop and maintain strong working relationships with stakeholders of all levels</li> <li>- Participate in application testing</li> <li>- Analyze business data applying insight into business improvement and optimization</li> <li>- Assess business data to define business architectures, business reporting and analysis activities, and measures the overall business impact and effectiveness</li> </ul> <p>Required Knowledge and Skills:</p> <ul style="list-style-type: none"> <li>- Rapidly obtain knowledge of internal item creation and pricing application functionality</li> <li>- Excellent trouble shooting and problem-solving skills with the ability to provide creative solutions</li> <li>- Solid business acumen</li> <li>- Good presentation skills both in content development and delivery</li> <li>- Execution oriented</li> <li>- Independent thinker; minimal supervision</li> <li>- Ability to analyze issues and implement improvements and recommendations</li> <li>- Ability to determine and enforce policy</li> </ul> <p>Preferred Knowledge:</p> <ul style="list-style-type: none"> <li>- Proven track record building solid business relationships</li> <li>- Minimum 1-2 years managing visible projects and processes</li> <li>- Ability to collaborate effectively with distributed cross-functional and virtual teams</li> <li>- Exceptional communication skills</li> <li>- Acute understanding of product launch and announcement requirements a plus</li> <li>- Experience with ERP systems</li> </ul> <p>Travel:</p> <ul style="list-style-type: none"> <li>- Some travel may be required.</li> </ul> <p>YEARS OF EXPERIENCE: 0-5</p> <p>MINIMUM LEVEL OF EDUCATION: Bachelor's</p> <p>FIELD OF STUDY: Business, Marketing, Computer Information Systems and related majors</p>
<b>Application Instructions:</b>	<p>Premier IT Solutions is an equal opportunity employer and appreciates your desire to be considered for a position. Due to government regulations, Premier only accepts resumes submitted via Premier's website at:</p> <p><a href="http://www.premieritsolutionsinc.com/employment">http://www.premieritsolutionsinc.com/employment</a>, Job ID #1355</p> <p>For other opportunities, we invite you to visit our website:</p> <p><a href="http://www.premieritsolutioninc.com/New+Hire+Experience">http://www.premieritsolutioninc.com/New+Hire+Experience</a></p>