

J1 Intern/Trainee Program Sample Internship Positions

These are examples of job titles for the internships that the students may be placed into: Marketing Intern, Social Media Intern, Design Intern, Advertising Intern, Sales Intern, Office and Finance Intern, Accounting Intern, Financial & Accounting Analyst Intern, Tax Intern, Leasing Intern, Events Marketing Intern, Marketing Research Intern, Admissions & Recruitment Intern, Brand Marketing Intern, Business Development Intern, Digital Marketing Intern, Engineering Intern, Project Assistant Intern, Mechanical Engineering Intern, Public Affairs Intern, Research Assistant Intern, Communications Intern, PR/Media Intern

These are examples of internship descriptions:

Finance Internship: Intern will team with the director of brokerage to work on a marketing plan and then aid in executing the plan. Intern will be coordinating phone, Internet, email and direct mail efforts and assist with marketing mailers, helping customers, creating proposals, bank statement review with customers and finance evaluations.

Hospitality Internship: Intern will serve as an assistant to management and the sales team, and will receive a rotational experience which will expose intern to Front Desk, Reservations, Concierge, Sales, as well as to the restaurant side of the business. This will be a very hands-on opportunity to see what it is like to run a boutique hotel in a large city while gaining exposure to networking opportunities, mentor relationship, project experience and developing their guest service.

Marketing Internship: Interns will gain exposure to social media while developing account management, sales and marketing skills. Interns will improve their writing skills while drafting formal client communications, polish rough drafts of proposals, summarize articles relevant to our industry, edit communications and eNewsletters.

Law Internship: Intern tasks and responsibilities may include: administrative, paralegal and legal support, attending court hearings, sitting in on client meetings, sorting through police reports and cases, assist with arguments for trial, taking pictures of evidence to help prepare for cases, answering phones, and taking notes during client meetings.

Public Relations Internship: Interns will help to organize talent relations, compilation of contact sheets and press contacts, research bloggers and other press outlets general support to the PR team Assist in production of product, conduct inventory, assist in photo video production and social media management outreach

Mechanical Engineer Internship: As a member of a fast-paced multi-disciplinary team, you use your creativity and diverse range of engineering experience to explore solutions to a variety of engineering problems. As a mechanical engineer, you participate in the design, analysis, and prototyping of new concepts. You work in a manufacturing and product oriented development environment and collaborate with vendors and outside sources in order to see parts through to manufacture.

Communications Internship: Interns will be responsible for a number of duties including working on email marketing; managing social media; writing web site, blog and marketing copy; writing and distributing press releases; Internet research; working in WordPress. Tremendous real world experience in a fast-paced, creative environment. The ideal candidate will have some experience, be able to work independently and with a team.

Research Assistant Internship: Responsible for assisting with program activities including but not limited to research and quality improvement in addition to providing support duties such as entering data into computer and filing in support of the program. The position actively supports the Hospital's and the department's Continuous Quality Improvement and customer service goals,

individually and as an effective team member. Essential Job Functions: Assists Project Coordinator as needed, Assists department with document preparation, Assists with the data entry needs of the department, Creates and maintains files or charts, Copies documents as requested, utilizing copier or Copier Services as indicated, Performs all other duties as assigned, Performs job functions adhering to service principles with customer service focus of innovation, service excellence and teamwork to provide the highest quality care and service to our patients, families, co-workers and others.

Project Management Program Assistant Intern: The Intern works closely with the Project Managers across service lines. The intern will assist by scheduling and attending meetings, supporting system access for end-users, creating supporting materials, developing reports, and facilitating end-user trainings. In addition to supporting ongoing activities the Intern also works with guidance on independent projects designed to monitor and improve the quality of the platform and its use.

Digital Marketing Internship: The Digital Marketing Intern will report to the Associate Director of Content and Digital Marketing and work collaboratively with other members of the marketing communications team in the Company's Americas Business Unit on a variety of projects with a heavy focus on social media. Assignments may include content creation, audience engagement analysis, digital/social advertising execution and analysis, and community management.

Business Development Internship: You will be building marketing programs to create demand and engagement for both sides of the marketplace. For parents we are trying to develop programs that encourage parents to visit our site and purchase after school activities for their kids. For activity providers we are building marketing programs that help them to effectively sell their classes online.

Sales & Business Development Internship: We are looking for a qualified intern to join our team and contribute to our sales and business development efforts. You will be responsible for prospecting, qualifying and generating new sales leads to support the account team. To be successful in this role you will need to be highly motivated, a self-starter able to identify and develop new business prospects from multiple sources including prospect lists, discovery, and individual research. A dynamic personality with a drive to reach decision makers is essential!

Events Marketing Internship: In this internship you will gain exposure to event marketing with an independent media organization. Interns will receive hands on experience with event planning, writing in a brand voice for social media, assisting with creating pitch decks and creating other event marketing materials (flyers, etc.). You will be involved with audience engagement events like our live podcast tapings and our annual conference. You will also receive mentorship from an energized and passionate team.

Leasing Internship: As an intern, you'll be the engine that makes the entire system run. You'll be doing all of the following: Create rental advertisements for available listings, Schedule and process photos and virtual tours for marketing purposes, Coordinate between leasing agents for renter showings, Onboard new properties and clients onto the platform, Communicate with prospective renters during the application and leasing process, Manage rental commissions and disbursements, Assist brokers with various back-office tasks, Set lockboxes and coordinate to ensure our agents have access to units when they need it.

Tax Internship: The Tax Services Intern will be responsible for utilizing his / her educational background as well as organizational skills in the service of firm's client base through the preparation of returns and extensions under the supervision of more experienced Tax Services professionals. This opportunity will allow you to gain a unique hands-on perspective on our firm's practices and people, as well as beginning to forge the critical relationships that will help maximize your chance for success in your career.

Financial Analyst Internship: The financial analyst intern will be given a project to work on during their internship. At the end of the internship, the individual will make a presentation to the

Finance Executive Management team with their findings, recommendations and results. They will also report out on their learning and “take-aways” of their time spent with the company. In many cases the financial analyst intern will also be given some normal day to day responsibilities in their department. This will allow them to experience the work of a financial analyst and assess their interest in the company. The Financial Analyst will interact with all levels of staff within the corporation and is expected to build effective relationships with plant controllers, internal departments, other product groups& functions.

Accounting Internship: As an Accounting Intern, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis. Duties include but are not limited to: • Assist in preparing financial statement & analysis • Work closely with rental branches and other departments • Assist accounting managers with reports, etc. • Involved with A/P & A/R functions; cash receipts & petty cash • Assist in accounting schedules & filing • Perform miscellaneous administrative duties as needed

Design Internship: Research market and competitive landscape to understand the concept; define potential user-base Test the current prototype and website with potential users to get feedback on the current design and functionality. Utilize research and feedback to modify existing and/or create new UI/UX wireframes, user flows, and designs. Create content and designs for email, newsletters, social media, blogs, website and other components of our products. Build and maintain style guides and templates. Develop marketing strategies and campaigns to increase awareness and grow early sign-ups. Final project: Brainstorm and ideate new concepts for the platform; pitch to ownership and CTO for inclusion in v.2 of the platform.

Business Analysis Internship: In this role you will: Work on analytical projects to optimize product design & credit policy. Assist with strategic insights to drive product design & credit policy. Strategy implementation. Deliver against managed performance metrics.

Strategy/Business Development Internship: Essential Functions: • Responsible for contributing high level analytical support to a project or department requiring application of knowledge in marketing, information management, finance, management, economics or statistics. • Assigned to at least one project and expected to produce results and report out as a member of a project team. • Organizes assigned project tasks, identifies and structures information collection activities and sets time lines for completion of required tasks as directed. • Develops tools to identify and to document best practices. • Prepares various Excel, Word or PowerPoint reports and works with Access database software (or similar tool) to develop data extracts and management information reports.

Business Affairs Internship: Intern will get exposure to a broad range of entertainment issues, including talent contracts (writer, director, executive producer, actor), rights acquisition, copyright and intellectual property, as well as the production process for animated television series and theatrical features. Intern will be supervised in various responsibilities that may include drafting of contracts, analysis of previously completed deals, review of clearance materials and preparation of production memoranda (E.G., chain of title, credit obligations, legal research and other projects).

Financial & Accounting Analyst Internship: The financial analyst intern will be given a project to work on during their internship. At the end of the internship, the individual will make a presentation to the Finance Executive Management team with their findings, recommendations and results. They will also report out on their learning and “take-aways” of their time spent with the company. In many cases the financial analyst intern will also be given some normal day to day responsibilities in their department. This will allow them to experience the work of a financial analyst and assess their interest in the company. The Financial Analyst will interact with all levels of staff within the corporation and is expected to build effective relationships with plant controllers, internal departments, other product groups& functions.

Business Management Internship: Work alongside management and subcontracts managers on process improvement activities including preparing presentations and reports that will help streamline contractual requirements to ensure compliance with audit and review requirements. This critical role includes writing, fact finding, interviews, research and benchmarking. The Summer Intern will be exposed to the subcontracting world at the Laboratory. This diverse work has weekly assignments under direct supervision while receiving detailed instructions on new assignments.

Account Management Internship: As an Account Management Intern, you will have the opportunity to: • Brainstorm new and innovative ideas • Lead your own initiatives • Learn about different companies in industries like technology, retail, and food & beverage • Collaborate with key contacts and executives, internally and externally • Conduct analyses of partner activities • Develop presentation materials showcasing Alliance opportunities • Support partner business reviews, marketing, and activations • Assist in the development and implementation of strategic initiatives that strengthen alliance partnerships.

Sales / Marketing / Social Media Internship: Taking calls with team members and taking notes on conversations • Provide research on potential and existing clients and the competitive landscape • Managing and following up on digital marketing campaigns • Assist in identifying potential business opportunities • Monitor news and developments relating to, or impacting, key clients/prospects • Create signage, newsletters, email campaigns, online promotions, etc. • Research and analyze competitor marketing and sales materials. • Calling existing clients for customer experience

Business Internship: Answering phones, data entry, conference coordination, meeting organizing, answering general inquiries from public. Depending on interest and ability, some students may be able to develop independent research projects that support our mission. Students will learn about key business operations in the field of Human resources, public relations, business development and operations.

PR Internship: Keeping Track of Campus Ambassador Documents, Updating all social media platforms (Twitter, Facebook, blog), Collecting social media and website analytics, Communicating with clients and creating new internship listings, Working on and brainstorming for Projects Marketing Strategies, Event coordinating and preparation.