Internships listed on
East Central College’s
Job Board in 2009

Company & location: Cara Knox, LLC – Washington, MO
Job title: Retail Marketing Internship
Job description: Washington-based business, Cara Knox, LLC: invitations, stationery and gifts seeks creative and detail-oriented individual for part-time, three-month internship. Hours are flexible and offer real-world experience maintaining a retail Web site, photographing and merchandising products and writing and designing promotional pieces. Strong writing, editing and computer skills are required. Web design, graphic arts and photography skills are a plus. On-the-job training, references and commission are available for a qualified candidate willing to learn and contribute to this small business' success.
Special skills wanted: n/a
Other job requirements: Strong writing, editing and computer skills are required. Web design, graphic arts and photography skills are a plus.
Majors: Graphic Design; Marketing; Multimedia
Job targets wanted: Design - Communication/Graphic Design; Marketing Advertising and Sales
Salary: Not listed

Company & location: Congressman Blaine Luetkemeyer – Washington, DC
Job title: Intern
Job description: Looking for energetic and hard-working interns. Qualified candidates should have an interest in American government and working in a fast-paced political environment in the United States Capitol.
All interns are expected to effectively communicate with staff members and constituents. Daily tasks include, but are not limited to; administrative duties, leading tours of the United States Capitol building, communicating with constituents and other offices on Capitol Hill, attending hearings and meetings, writing briefings and memos, conducting research, and experiencing the city of Washington, DC.
All internships are volunteer positions and as such are unpaid. However, if your college or university offers credit hours we are happy to complete any necessary evaluations. In addition, housing is not provided but assistance will be offered.
If you are energetic, hard-working, and interested in a position please apply. A phone interview may be required.
Special skills wanted: Understanding of current events, basic writing skills, strong communication skills.
Other job requirements: Duties and Responsibilities: Must be able to communicate well with constituents, complete various office duties and administrative tasks, perform research, write briefings and memos, attend hearings, give tours of the US Capitol, and experience the city of DC.
Competencies Expected:
Communications: Communicate information in user-friendly terms and language. Have well-developed written and oral communication skills.
Computer Hardware/Software: Knowledge of Microsoft Office, knowledge of Windows operating system.
Self-Directed Learning: Ability to recognize, initiate and complete various tasks around the office. Understand basic political policies.
Personal/Social Development: Exhibit professionalism, courtesy, and timeliness, exhibit positive constituent relations skills, exhibit a willingness to learn and engage in the political process.
Team Work/Team Leading: Ability to work in a team environment.
Majors: Any
Job targets wanted: Any
Salary: Unpaid

Company & location: Express Employment Professionals – Washington, MO
Job title: Drafter / Engineer Part Time
Job description: Must have used AutoCad 2009. Get parts from the shop and draw them up and will be drawing some fixtures.
Hours are flexible; may work 5-10 hours per week just during the hours of 7:00am-3:30pm.
Special skills wanted: n/a
Other job requirements: n/a
Majors: Drafting & Design Technology
Job targets wanted: Drafting/Computer Aided Design
Salary: $10.00

**Company & location:** Frederick H. Schwetye Law Offices, LLC – Union, MO
**Job title:** Legal Assistant Intern
**Job description:** Answering phones, filing, greeting customers, dictation, and general office duties.
**Special skills wanted:** n/a
**Other job requirements:** n/a
**Majors:** Legal Assistant
**Job targets wanted:** Legal/Paralegal Support Services
**Salary:** Not listed

**Company & location:** Jahabow Industries, LLC – Owensville, MO
**Job title:** Summer Engineering Intern
**Job description:** Interface w/Production/Manufacturing & Design Engineers
Familiar with G Codes, Auto Cad/CAM, Template
Software: Inventor/Cut Rite
Solid Works & Drive Works experience
Currently use Syteline operations system
Set up routing and product codes for machinery
Assist BOM employees in processes
Create library of inventory parts & formulas using Solid Works
Work on formula based parameters & parametric design
Help coordinate shop floor activities
Willing to commute to Owensville daily
**Special skills wanted:** Certificate
**Other job requirements:** Willing to work full time for the summer from May to August.
**Majors:** Drafting & Design Technology
**Job targets wanted:** Design - Industrial; Drafting/Computer Aided Design; Engineering
**Salary:** Not listed

**Company & location:** Mar-Bal, Inc. – Cuba, MO
**Job title:** Industrial Maintenance Intern
**Job description:** Hands-on work in our maintenance department. Electrical and hydraulic troubleshooting experience preferred. Current or previous enrollment in industrial maintenance program is a plus.
**Special skills wanted:** n/a
**Other job requirements:** n/a
**Majors:** Industrial Maintenance
**Job targets wanted:** n/a
**Salary:** Not listed

**Company & location:** RR Donnelley – Owensville, MO
**Job title:** Accounting - Summer Intern
**Job description:** Responsibilities related to financial accounting include:
- Compile financial and general ledger information (i.e. journal entries, account reconciliations, etc.) and expense/cost data for division.
- Prepare accounting information as assigned and as required based upon GAAP, Sarbanes Oxley and other applicable federal and local laws.
- Prepare timely and accurate forecasting and reporting.
- Other duties as assigned.
Responsibilities related to cost accounting include:
- Ensure costs and revenues are properly recorded, allocated and recognized in the proper period and in
accordance with GAAP.

• Analyze production data and provide feedback to applicable departments on performance.
• Complete timely and accurate analysis as requested by other departments, divisions, and customers.

**Special skills wanted:** Junior or Senior preferred

**Other job requirements:**
• Strong communication skills.
• The ability to analyze data and draw conclusions.
• Proven problem resolution skills.
• Strong Excel and intermediate Access skills. Exposure to Lotus Notes and web-based programs are a plus.

Prefer incoming junior or senior Accounting major.

**Majors:** Accounting

**Job targets wanted:** Accounting

**Salary:** $9.50/hour (commensurate)

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**Company & location:** RR Donnelley – Owensville, MO

**Job title:** Customer Service / Production Control – Summer Intern

**Job description:** Customer Service is looking for dynamic, goal-oriented individuals with excellent communication and problem-solving skills to support our Customer Service Team.

The Customer Service Representative Interns responsibilities will include assisting CSR’s:

• Open job ticket and thoroughly complete all necessary communications.
• Receive customer order, complete contract review, and order specification sheet completion.
• Proactively monitor jobs, assist production control, schedule work for all phases of manufacturing cycle.
• Handle all necessary production related communications between company, customer, sales and production.
• Assist with customer satisfaction on-line survey program.
• Assist customers with planning visits to facility, help refine the customer on-boarding process to help ensure that customers receive all pertinent information before and during their stay.
• Coordinate press checks and assist in the refinement of the on-site customer job approval process.
• Work with Team Coordinator and team members to ensure daily compliance with goals and objectives.
• Complete the daily proofing schedule and other reports.
• Special marketing projects including developing customer profiles and assisting in customer satisfaction surveys.

**Special skills wanted:** Junior or Senior preferred

**Other job requirements:** The Ideal Candidate should possess:

• Eager and willing to learn.
• Intermediate level of computer experience (Microsoft office).
• Ability to multitask and proactively manage and track multiple projects.
• Good written and verbal communications skills.
• Proven problem resolution skills.
• Ability to work in close proximity to others.
• Overtime when necessary.

Prefer either an incoming Junior or Senior with a Print Management, Graphic Arts, Liberal Arts or Business related major.

**Majors:** Business; Business Management; General Studies; Graphic Design; Industrial Management; Management; Marketing; Social Science

**Job targets wanted:** Business; Manufacturing Management; Production/Operations Management

**Salary:** n/a

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**Company & location:** RR Donnelley – Owensville, MO

**Job title:** Human Resources - Summer Internship

**Job description:** Human Resources is looking for dynamic, goal-oriented individuals with excellent communication and problem-solving skills to support our Human Resources Team.

The Human Resources Intern responsibilities will include assisting HR professionals:

• Managing and processing new hires and thoroughly completing all necessary communications.
• Assisting with RRD Owensville communication plan including: bulletin boards, telephone, electronic and face-to-face communication with employees, customers and vendors.
• Assisting with implementation and follow-up on compliance and other developmental training using available tools.
• Assisting employees to access benefits, apply for positions, electronic training, and to tap into available RRD electronic and other resources.
• Assist with new hire orientation and other HR and developmental processes.
• Assisting, creating, and supporting various HR activities including: employee relations, policy compliance, employee recognition, community relations, and Environmental/Health/Safety.

**Special skills wanted**: Junior or Senior preferred

**Other job requirements**: The Ideal Candidate should possess:
• Eager and willing to learn.
• Intermediate level of computer experience (Microsoft Office).
• Ability to multitask and proactively manage and track multiple projects.
• Strong written and verbal communication skills.
• Proven problem resolution skills.
• Ability to work in close proximity to others.
• Overtime when necessary.

Prefer either an incoming Junior or Senior with a Liberal Arts or Business related major.

**Majors**: Business; Graphic Design; History

**Job targets wanted**: Human Resource Management

**Salary**: $9.50/hour (commensurate)

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**Company & location**: RR Donnelley – Owensville, MO

**Job title**: Maintenance - Summer Intern

**Job description**: Maintenance is looking for dynamic, goal-oriented individual with excellent communication and problem-solving skills to support our Maintenance Team.

The Maintenance Intern responsibilities will include assisting maintenance professionals:
• Managing and processing parts, supplies, and tracking/delivering/storing items.
• Assisting with maintenance work order database and tracking projects.
• Assisting with implementation and follow-up on Environmental/Health/Safety issues, uniforms, and other projects as assigned.
• Assist with CAD projects as assigned.

**Special skills wanted**: Junior or Senior preferred

**Other job requirements**: The Ideal Candidate should possess:
• Eager and willing to learn.
• Intermediate level of computer experience (Microsoft Office, OS/2, Access preferred).
• Ability to multitask and proactively manage and track multiple projects.
• Strong written and verbal communication skills.
• Comfort/experience in a manufacturing environment.
• Proven problem resolution skills.
• Ability to work in close proximity to others.
• CAD ability/training a plus.
• Overtime when necessary.

Prefer either an incoming Junior or Senior with an Engineering/Business/CAD or related major.

**Majors**: Drafting & Design Technology

**Job targets wanted**: Any

**Salary**: not listed

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**Company & location**: RR Donnelley – Owensville, MO

**Job title**: Prelim Prepress - Summer Intern

**Job description**: Electronic Prepress Department is looking for dynamic, goal-oriented individuals with both Mac/PC facility, and ability/exposure to Quark, Photoshop, and/or web-design programs to support our Prepress Team.

• Assist operators in creating, organizing and preparing digital impositions for CTP jobs based on the job instructions, press group, binding and crop requirements.
• Assist operators in furnishing imposition instructions/information to all areas on all digital work, to insure it meets prepress guidelines.
• Assist in communicating with CSR, press and bindery concerning the completeness and accuracy of job tickets.
• Assist in day-to-day prepress work activities.

**Special skills wanted**: Junior or Senior preferred

**Other job requirements**: The Ideal Candidate should possess:
• Eager and willing to learn.
• Ability to operate in both Mac and PC environments.
• Exposure or facility with one or more of the following: Prinergy, Preps, Photoshop, Quark, Illustrator, Indesign, other graphics design and web-based programs.
• Ability to multitask and proactively manage and track multiple projects.
• Good written and verbal communications skills.
• Proven problem resolution skills.
• Ability to work in close proximity to others.
• Overtime when necessary.

Prefer a college student with a Print Management, Print Technologies, Graphic Arts, Liberal Arts or Business related major.

Majors: Graphic Design; Information Science & Technology; Multimedia

Job targets wanted: Design - Communication/Graphic Design; Network Technology; Web Site Development

Salary: $9.50/hour (commensurate)

Company & location: RR Donnelley – Owensville, MO

Job title: Spring Intern

Job description: • Accounts Receivable - Invoice Preparation and Filing
• Job Cost Transaction Processing
• Accounts Payable – Preparing Daily Batches for our Shared Service Center
• Various other Accounting duties as assigned

Special skills wanted: n/a

Other job requirements: • Strong communication skills.
• General clerical skills or experience (filing, telephones, copying, faxing, organizing)
• Computer aptitude a plus (Microsoft Office Suite- Word, Excel; ability to use email)
• Familiarity with or current student of accounting a plus.

Majors: Any

Job targets wanted: Accounting; Business; Marketing Advertising and Sales

Salary: $9.50 (Commensurate)

Company & location: Romer Labs, Inc. – Union, MO

Job title: Lab Technician

Job description: This position will be responsible for preparing and running analytical analysis on agricultural based products using HPLC and TLC.

This position requires a classes in Chemistry, Biology or related field.

The successful candidate will have:
- Good written and oral communication skills
- Flexibility and ability to handle multiple priorities
- Self-motivated and willingness to learn new concepts
- Proficient in Excel and Microsoft Office products
- Capable of thinking critically to resolve issues
- Thoroughness, detail orientation, and always follows through on commitments

Salary/wage will be commensurate with experience. Qualified applicants should submit a cover letter and resume in Word format to salesjobs-america@romerlabs.com.

Special skills wanted: n/a

Other job requirements: n/a

Majors: Biology; Chemical Engineering; Physical Science

Job targets wanted: Agriculture; Biological and Environmental Sciences; Chemical and Physical Sciences

Salary: Negotiable

Company & location: Stephen Ministries – St. Louis, MO

Job title: Internship

Job description: Stephen Ministries is a Christian organization that serves more than 10,000 congregations, businesses, and other organizations from our office in Saint Louis. We train congregation leaders in one-on-one caregiving, small groups, and other ministries, including spiritual gifts discovery, evangelism, and grief. A Stephen Ministries internship provides a great learning opportunity—particularly for those interested in exploring a career with Stephen Ministries, a successful Christian business that has been practicing and teaching leadership and management for more than 30 years. Interns learn through study, discussion, and guidance from experienced leaders. They often have the opportunity to focus in on one or more of the following areas: organizational management, conference operations, market research, human resources, customer service, writing,
and project management. Stephen Ministries places a major emphasis on developing new leaders, and our interns benefit from similar training, mentoring, and experience as do others here. Visit www.stephenministries.org/internships to learn more.

**Special skills wanted:** n/a

**Other job requirements:** Candidates for a Stephen Ministries internship should:
1. have completed at least their sophomore year of college study;
2. be currently registered at their institution, or have just graduated;
3. possess excellent writing skills;
4. maintain a minimum cumulative GPA of 3.5 on a 4.0 scale; and
5. have an active Christian faith.

**Majors:** Any

**Job targets wanted:** Nonprofit Management; Office and Administrative Support

**Salary:** Paid Internship