Internships listed on East Central College’s Job Board in 2010

**Company & location:** Craig Hellmann, Attorney at Law – Washington, MO

**Job title:** Secretary

**Job description:** Including, but not limited to: answering phones, filing, opening and closing files, interacting with clients, typing correspondence and other documents, copying, faxing, etc.

**Special skills wanted:** n/a

**Other job requirements:** Excellent telephone and people skills, proficient typist, knowledge of Works and Word processing programs. Serious applicants only.

**Majors:** Administrative Assistant, Legal Assistant

**Job targets wanted:** Legal/Paralegal Support Services

**Salary:** Not listed

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**Company & location:** Eagle Eye Capital – New York, NY

**Job title:** Analysts - Trading/Wealth Management/Research/Investment

**Job description:** Hedge Fund seeks entry level analysts who would be responsible for a wide variety of tasks with very steep and exciting learning curves. Responsible for assisting in the buying and selling securities that may include stocks, bonds and derivatives. Tasks will include market research, financial modeling of underlying securities and instruments, and fundamental and technical analysis. Provide investments manager with ongoing information on market sentiment, trading environment, M&A transactions, trading volume and price volatility. Develop target lists for family offices, high net-worth individuals and other potential investors in order to assist sales in marketing / fund raising. Develop content to educate clients on private equity, wealth management / portfolio management strategies. Interact with Wall Street prime brokers and investment banking firms to negotiate commissions for trades and other services. May or may not be responsible for the investment decision, depending on the strategy. To be considered, you must have:

- extremely strong work ethic
- a strong desire to build a career in finance
- a basic knowledge of financial markets
- entrepreneurial drive and self-initiative
- a strong academic record with superior oral and written communication skills

**Special skills wanted:** n/a

**Other job requirements:** n/a

**Majors:** Any

**Job targets wanted:** Finance/Financial Management Services

**Salary:** Competitive

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**Company & location:** Franklin County Humane Society

**Job title:** Website Designer Internship

**Job description:** Need a web designer to update current website. This is an internship position that would only require as many hours as needed to complete the update and do minor maintenance.

**Special skills wanted:** n/a

**Other job requirements:** n/a

**Majors:** Any

**Job targets wanted:** Web Site Development

**Salary:** Not listed
**Company & location:** Gala Event Center – Union, MO  
**Job title:** Hospitality Internship  
**Job description:** Responsible for a range of duties including: Promotions, client relations, computer work, set up and participation in events.  
**Special skills wanted:** n/a  
**Other job requirements:** n/a  
**Majors:** Any  
**Job targets wanted:** Any  
**Salary:** Not listed

**Company & location:** Gateway Classic Mustang – Bourbon, MO  
**Job title:** Office Help  
**Job description:** Need someone with excellent graphic design knowledge and general office duties. Use MS Word, MS Excel, MS PowerPoint, Quickbooks Premier and Point of Sale.  
**Special skills wanted:** n/a  
**Other job requirements:** n/a  
**Majors:** Business Technology Specialist, Computer Information Systems, Drafting & Design Technology, Graphic Design  
**Job targets wanted:** Design - Communications/Graphic Design  
**Salary:** Not listed

**Company & location:** Guetersloh Law Firm, LLC – Rolla, MO  
**Job title:** Accounting Clerkship / Internship  
**Job description:** Working under the supervision of an accountant. Audit books and prepare taxes, payroll, withholdings, etc. This is done in-house and questions can be discussed with accountant. This is a temp job to audit all the books and accounts (time permitting) and prepare appropriate material. Questions and reports will be sent directly to accountant. So this is a good chance to get your foot in the door as if you were working directly for an accountant.  
**Special skills wanted:** Thorough and precise attention to detail.  
**Other job requirements:** n/a  
**Majors:** Accounting, Accounting Clerk, Business, Business Management, Legal Assistant  
**Job targets wanted:** Accounting, Legal/Paralegal Support Services  
**Salary:** Not listed

**Company & location:** Guetersloh Law Firm, LLC – Rolla, MO  
**Job title:** Paralegal Internship  
**Job description:** Duties entail some to all aspects of working up and tracking cases from A to Z on the type of cases listed in the company description. We make an effort to make the internship program a positive learning experience. Prefer to make permanent hires from the ranks of interns, temps, etc.  
**Special skills wanted:** Organized and precise attention to detail a must.  
**Other job requirements:** Proficient with grammar, English and computer technology.  
**Majors:** Accounting, Accounting Clerk, Administrative Assistant, Criminal Justice, Legal Assistant, Preparatory Paralegal  
**Job targets wanted:** Legal/Paralegal Support Services  
**Salary:** Commiserate with experience.

**Company & location:** Intek Corporation – Union, MO  
**Job title:** Designer  
**Job description:** Must be skilled in Solid Edge or similar 3D software. Duties will include creation of structural and assembly drawings. Candidate will work closely with Head Designer for the purpose of making detailed part and assembly drawings to assist in design, fabrication and documentation of industrial ovens.  
**Special skills wanted:** Solid Edge skills preferred.
**Other job requirements:** n/a

**Majors:** Any

**Job targets wanted:** Design – Industrial, Engineering, Manufacturing/Production Line Work

**Salary:** Negotiable

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**Company & location:** Jahabow Industries – Owensville, MO

**Job title:** Summer Industrial Engineering Intern

**Job description:** Interface w/Production/Manufacturing & Design Engineers
- Familiar with G Codes, Auto Cad/CAM, Template Software
- Inventor/Implement Cut Rite Software Package
- Solid Works & Drive Works experience
- Currently use Syteline operations system
- Set up routing and product codes for machinery
- Work on formula based parameters & parametric design
- 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 Drafting, Engineering

**Salary:** Not listed

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**Company & location:** Missouri Botanical Gardens – Gray Summit, MO

**Job title:** Education Intern, Shaw Nature Reserve

**Job description:**
* Summary of the Position:
  - Primary responsibility is to assist education staff with hands-on outdoor school programs at the Shaw Nature Reserve, including meeting students, class management and preparing educational materials. Opportunities exist to observe and prepare individual lessons for delivery to students and work with teachers in an outdoor setting. The position is located at the Shaw Nature Reserve in Gray Summit, MO. This is a part-time position working (20) hours a week.

* Essential Duties and Responsibilities:
  - Assist education staff in the creation, development, and implementation of site-based programs at Shaw Nature Reserve (e.g. group facilitation, leading activities, etc.).
  - Assist in the preparation of audio/written educational programs and materials for incoming school groups.
  - Internship Project – required to independently develop an “indoor or outdoor” educational program under the supervision of education staff (e.g. “Rainy Day” or “Self-Guided” activities are examples of acceptable project themes, etc.).
  - Additional responsibilities may include assisting education staff with family and public programs; thus, working with many different size groups and people of all ages (e.g., Habitat Helpers (the ecology club) and other special events).
  - May greet and orient students (e.g., provide agenda and discusses scheduled activities for the day)
  - Works cohesively as a team with Education staff.

**Special skills wanted:** n/a

**Other job requirements:** Qualifications Include:
- High School diploma or equivalent, and some college coursework with an emphasis in Education, Natural Resources, or Life Sciences.
- Interest in outdoors, ecology, natural history.
- Current enrollment in college is preferred.
- Ability to work with diverse audiences including children of all ages, families, volunteers, and older adults.
- Strong customer service orientation.
- Exceptional public speaking skills required.
- Strong technical ability.
- Adherence to all health and safety guidelines.
- Flexible hours; availability to work some weekends.

**Required Computer Skills:**
- Proficient Microsoft Office Suite 2003 (i.e., PowerPoint, Excel and Word)
Required Language Skills:
- Fluent in English (verbal/written)

Physical Demands:
- Ability to walk up to three miles on uneven terrain and on and off trails.
- May be required to perform tasks at varying heights (i.e., climb ladders, etc.).
- Able to lift up to (30) pounds (i.e., load, unload and move supplies and equipment).
- Must be able to work in high heat/humidity.
- Ability to stand and move about entire facility for extended periods of time - 80% or more of the workday is standing on feet (e.g., extensive standing, walking, reaching and stooping).

Work Environment:
- Climate controlled buildings.
- Shared office space.
- Work outdoors in temperatures of (100°F or more), humid conditions, as well as temperatures below 0°F, in rain, snow and other inclement weather conditions and some uncomfortable conditions (i.e. wet, mosquitoes, ticks, chiggers, etc.) as needed.

Requirements/duties listed are representative, not exhaustive, of the knowledge, skill, and/or abilities required.

Majors: Any

Job targets wanted: Any

Salary: Not listed

**Company & location:** Special School District of St. Louis County – St. Louis, MO

**Job title:** ABA Part Time Hourly

**Job description:** Work one-on-one with students with special needs. Focus on communication, socialization, functional play skills, academics, etc. On-the-job paid training is included, so all majors are welcome! Schools are all over St. Louis County and include Rockwood, Valley Park and Parkway for best ECC access. This is a great way to observe student growth, get your foot in the door with a school district and build your resume!

**Special skills wanted:** 60 credit hours required.

**Other job requirements:** Reliable transportation is imperative. Applicants must be able to provide references with email address from work supervisors and/or college advisors/professors in order to be considered.

Majors: Any

Job targets wanted: Education, Human Services – Child Care, Humanities & Social Sciences

Salary: $10 / hour

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

**Job title:** Internship

**Job description:** 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 an 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
5. have an active Christian faith

Majors: Any

Job targets wanted: Editing and Publishing, Nonprofit Management, Office and Administrative Support

Salary: Paid