Internships listed on
East Central College’s
Job Board in 2011

**Company & location:** Bank Star – Pacific, MO
**Job title:** Intern - Lending Operations
**Job description:** Provides assistance in the area of lending operations, data-entry, actively assist lending operations department during the software conversion.
**Special skills wanted:** n/a
**Other job requirements:** n/a
**Majors:** Any
**Job targets wanted:** Business; Finance/Financial Management Services
**Salary:** Not listed

**Company & location:** Communications for Research, Inc – Steelville, MO
**Job title:** Programmer
**Job description:** Communications for Research, Inc. provides marketing research data collection services to companies across the world. CFRI operates a computerized telephone center and on line interviewing services. CFRI is looking for a programmer that has the critical thinking skills and attention to detail that is needed for programming. We use marketing research software made by Computers For Marketing Corporation (CfMC). Ideal candidate will have the following qualifications:
- Knowledge in database and sample management.
- Any past experience with survey software or enterprise feedback management software.
- Strong background with MS Excel, Word, Adobe Photoshop.
- Must possess the ability to handle multiple projects and able to work in a project team environment.
- Understand the concepts of writing data syntax and have confidence in ability to use data logic on each project task.
- Have great versatility, demonstrate the ability to succeed within a fast-paced environment, encourage fellow team members to make innovative contributions and embrace new ideas.
- Applicants should have HTML and javascript experience. Experience with javascript packages like JQuery and Flash/Actionscript are a plus.
This is a full time, career oriented position. We offer vacations, health insurance and bonus opportunities.
**Special skills wanted:** n/a
**Other job requirements:** n/a
**Majors:** Any
**Job targets wanted:** Business; Computer Science Mathematics and Statistics
**Salary:** Not listed

**Company & location:** DM Media – St. Louis, MO
**Job title:** Summer Internship
**Job description:** The Sales/Marketing Intern will be responsible for assisting Difference Makers Media with all elements related to marketing, sales and general business activities. The intern should be prepared to work in a fast-paced team environment as well as individually, and will finish the internship having gained broad experience in various aspects of sales and marketing. The intern should be highly motivated and self-sufficient with a drive to be a critical part of new business sales and marketing.
**Responsibilities:**
* The sales intern must learn about different aspects of the sales cycle and also different techniques used for Business to Business sales.
* They will work under a supervisor, and report activity/progress each day/week.
* They may be asked to work with current clients and solve customer complaints, prepare customer contracts and make strategies for new business development.
* Interns will also need to learn sales techniques to be used over the telephone and have to make a targeted number of phone calls.
* Interns should be prepared to achieve certain product-specific quotas and provide service for all promoted products.
* Assist in sales research, organization of sales materials, database creation/entry to store sales information.
* Attend internal sales presentations, participate in client presentation creation.
* Seek and analyze competitor marketing and sales materials both on and offline.
* Interns will be encouraged to bring new ideas/techniques to their supervisor throughout the internship.

**Requirements:** Looking for an undergraduate student who is majoring in Sales, Marketing, Advertising, Graphic Design and/or Web-Design. Individual must be effective at working independently and in teams. Person should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Word and Excel experience is also encouraged and will be considered when choosing the best applicant for this internship position.

**Special skills wanted:** n/a

**Other job requirements:** n/a

**Majors:** Graphic Design; Marketing

**Job targets wanted:** Design - Communication/Graphic Design; Marketing Advertising and Sales

**Salary:** Commission

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**Company & location:** Dickey Bub Farm & Home – Union, MO

**Job title:** Intern for Ecommerce Website

**Job description:** Updating website with pictures, graphics, and data. Marketing of dickeybub.net & Dickey Bub Farm & Home. Creating mailing list and newsletter for existing and future customer lists.

**Special skills wanted:** n/a

**Other job requirements:** Students or alumni studying marketing, business, graphic design would all gain valuable experience with working with us.

**Majors:** Any

**Job targets wanted:** Any

**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.
- Develops target lists for family offices, high net-worth individuals and other potential investors in order to assist sales in marketing / fund raising.
- Develops content to educate clients on private equity, wealth management / portfolio management strategies.
- Interacts 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:** Enterprise Medical Services – St. Louis, MO

**Job title:** Internship

**Job description:** Assist consultant with internet research, data entry, screening physicians, updating social media sites and other various office duties as needed.
Must have excellent typing skills, be VERY strong utilizing the internet and MS Word products. Specific skills with Facebook and Twitter management preferred, but not required.
Willing to be extremely flexible regarding work schedule. Work is available Monday-Thursday 9am-4pm.

Special skills wanted: n/a
Other job requirements: Must have written recommendation from 2 instructors if current student.
Must have reliable transportation to and from office located in Chesterfield Valley.
Must be professional, mature and able to work well in a fast paced office environment.
Majors: Any
Job targets wanted: Business; Editing and Publishing; Office and Administrative Support
Salary: Up to $10.00 per hour

**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**: Culinary Arts; Hospitality
**Job targets wanted**: Any
**Salary**: Not listed

**Company & location**: Guetersloh Law Firm, LLC – Rolla, MO

**Job title**: Accounting Clerkship / Internship
**Job description**: Work under the supervision of an accountant. Audit books and prepare taxes, payroll, withholdings, etc. This is done in-house where questions can be run by accountant. This job is a temp to audit books and accounts (time permitting) and prepare what needs to be prepared. Question and reports will be sent directly to the accountant. So this is as good of a 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 Intern
**Job description**: Duties begin with office management, first contact, bookkeeping, client intake, using common software, and evolve into file organization, trial preparation, investigations, fiscal case reports, document production, drafting all manner of correspondence and pleadings and other duties as assigned. 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**: Strong organizational skills, detail oriented, customer service experience a plus, able to take initiative and work in a team environment, working knowledge of MS Office Suite. Problem-solving skills, professionalism, and being able to work in a fast pace office environment.
**Majors**: Accounting; Accounting Clerk; Administrative Assistant; Criminal Justice; Legal Assistant; Preparatory Paralegal
**Job targets wanted**: Accounting; Legal/Paralegal Support Services
**Salary**: commiserate with experience

**Company & location**: Hickinbotham Real Estate, Inc – St. Clair, MO

**Job title**: Real Estate Intern
**Job description**: Interested in learning more about real estate? Here is your chance. Looking for an intern to assist in some of the day to day operations, such as assisting with mailings, making appropriate copies, contacting various vendors, just to name a few. If you think these things sound interesting to you, please contact us.
**Special skills wanted**: n/a
**Other job requirements**: n/a
Majors: Any
Job targets wanted: Real Estate/Property Management
Salary: Not listed

**Company & location:** Hulsey Insurance Agency – Union, MO

**Job title:** Office Manager’s Assistant
**Job description:** Do light filing, answering phones, returning phone calls, assist with mailings, help input customer information, and other insurance related business.
**Special skills wanted:** n/a
**Other job requirements:** Must have a laptop.
**Majors:** Business; Business Management; Business Technology Specialist; Communications; General Studies; Management; Marketing
**Job targets wanted:** Business; Marketing Advertising and Sales
**Salary:** Unpaid - will receive credit hours as compensation.

**Company & location:** Liberty Tax Services – Washington, MO

**Job title:** Marketer
**Job description:** Duties are (but not limited to): Business to Business, People to People, Door Hangers/Couponing, Costume Waver.
**Special skills wanted:** n/a
**Other job requirements:** Outgoing, friendly personality.
**Majors:** Marketing
**Job targets wanted:** Marketing Advertising and Sales
**Salary:** $7.25 per hour

**Company & location:** Meeks the Builder’s Choice – Bourbon, MO

**Job title:** Cooperative Education student program
**Job description:** Learn all aspects of the lumber and building material business. Join a 12 to 24 month year round program. Work and learn around your school schedule.
**Special skills wanted:** Enrolled at ECC
**Other job requirements:** Lifting required.
**Majors:** Accounting; Architectural Engineer; Building Construction Technology; Business; Business Management; Drafting & Design Technology; Management; Marketing
**Job targets wanted:** Building and Construction Trades and Technology; Construction Management; Retail Management
**Salary:** $8.00

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

**Job title:** Education Intern
**Job description:** 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. This is a part-time position working an average of (20) hours a week and is located at the Shaw Nature Reserve in Gray Summit, Missouri. The internship lasts from August until November. Additional responsibilities include:
• Assists education staff in the creation, development, and implementation of site-based programs at Shaw Nature Reserve (e.g. group facilitation, leading activities, etc.).
• Assists 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).
**Special skills wanted:** n/a
**Other job requirements:** • H.S. diploma or equivalent, and some college coursework with an emphasis in Education, Natural Resources, or Life Sciences.
• An equivalent combination of skills, education and experience may be considered.
• 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.

**Majors:** Education

**Job targets wanted:** Any

**Salary:** Hourly wage

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**Company & location:** Monsanto – Iowa, Louisiana, & Missouri

**Job title:** Field Technician

**Job description:** Participate on field emission testing projects
- Prepare reagents or sampling media
- Load equipment
- Set-up equipment at sampling locations
- Operate sampling equipment
- Recover collected samples
- Pack equipment for transport
- Clean glassware
- Prep samples for analysis
- Enter data into spreadsheets
- Prepare drawings on PowerPoint
- Prepare data tables for reports
- Safety orientation
- Work at heights
- Work safely with hazardous chemicals
- Work with delicate equipment and glassware
- Ability to travel (up to 30%)
- Must have credit card for travel expenses (hotel, air travel, etc.)

**Special skills wanted:** n/a

**Other job requirements:** n/a

**Majors:** Any

**Job targets wanted:** Biological and Environmental Sciences; Chemical and Physical Sciences; Engineering and Laboratory Technologies

**Salary:** $10-$20/hr

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**Company & location:** Stuart B. Millner & Associates – Union, MO

**Job title:** Marketing Assistant

**Job description:** Candidate has to have excellent skills with using Excel.
- The candidate will work as an assistant to the marketing director of the company.

**Special skills wanted:** Excel software knowledge

**Other job requirements:** n/a

**Majors:** Marketing

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

**Salary:** TBD

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**Company & location:** Tall Oaks Camp & Retreat Center – Linwood, KS

**Job title:** Outdoor Program Facilitator

**Job description:** Looking for people to fill full-time positions for the summer. Candidates will receive training as lifeguards, archery instructors, challenge course and ground game facilitators, horse wranglers and nature guides.
- During the course of the summer they will assist with housekeeping, dishwashing, trail & grounds maintenance, and other duties as needed.
- These summer positions offer the candidates the opportunity to gain experience related to childhood
development through outdoor activities. Successful candidates will have contact with children from diverse backgrounds and with varying degrees of physical ability.

**Special skills wanted:** Lifeguard cert., CPR & FA, preferred but will train OTJ

**Other job requirements:** Candidates must be willing to work varied daily schedules in an outdoor environment that has possible challenging and unpredictable conditions.

**Majors:** Education; General Studies; Hospitality; Recreation

**Job targets wanted:** Education; Hospitality Management and Tourism; Sports and Fitness

**Salary:** $2,400-$3,000 + housing & meals

**Company & location:** Treeline Marketing and Promotions – Union, MO

**Job title:** Marketing/Sales Assistant Internship

**Job description:** * Assistance in campaign development for prospective customers (we provide all of the copy and determine the program - such as email campaign, letter campaign, etc, but need help in tailoring the message to each contact to make sure our connections are personal and relevant to the individual).  
* Interaction with customers and vendors such as order placement, follow up, etc.  
* Assistance with product selection and website development for niche markets  
* Database updates  
* Other duties as assigned

**Special skills wanted:** n/a

**Other job requirements:** n/a

**Majors:** Business Management; Marketing

**Job targets wanted:** Marketing Advertising and Sales

**Salary:** Not listed