



Are you looking for a genuine internship with real hands-on work? Come to work for the national internship experts. We guarantee a great experience.

University Relations Internship

Summer 2009 AND Fall 2009

About The Position

Intern Bridge is seeking an energetic and dependable intern to serve as our University Relations Manager.

The intern will be responsible for:

This summer into early fall...

- Utilize our list of 3,000 career centers throughout the nation to contact universities in an effort to:
 - Introduce Intern Bridge and our product line, if the university is not already aware of our products and services.
 - Enroll universities in our annual internship study. (Not to worry - a part of this process is automated.)
 - Briefly share information about our programming options for universities.
- Promptly respond to email and phone call inquiries from career center personnel.
- Assist universities in the enrollment process for our research study, and assign universities a date in the fall when they will implement the survey on their campus.

This fall...

- Be the main point of contact between universities and Intern Bridge in terms of the annual research project, and our product line.

Requirements:

- Prior experience in sales, customer service, marketing and/or management.
- Interest in higher education administration preferred, but not required.
- Strong computer skills – in particular with Microsoft Office, especially Excel and Outlook (mail merges).
- Ability to multi-task efficiently and maintain a high level of organization.
- Availability during normal business hours.

- Availability during both the summer 2009 and fall 2009 semesters is imperative. This is a two-semester project, with an opportunity for additional work into 2010. (Note: if you are interested in this position, but can only commit to Summer 2009 – please email us at jobs@internbridge.com)

This is a work-from-home position, which will require some time to be spent in the office. Travel outside of the office will not be required.

The chosen candidate will receive a nominal monetary stipend (with an opportunity for a bonus based on performance), which means the candidate must also receive academic credit from their university.

This is guaranteed to be a great opportunity and an excellent resume builder to speak about at interviews for several years to come.

About Intern Bridge

Intern Bridge plays FIVE KEY ROLES in the college recruiting realm:

RESEARCHERS

Intern Bridge is responsible for the nation's largest annual internship research projects. We are one of the only organizations that conducts specialized studies directly with students. By engaging this highly targeted audience, we obtain key data and statistics regarding their expectations and experiences as it relates to internship programs, general college recruiting practices and workforce development. Our research partners have included the National Association of Colleges and Employers Foundation, the Eastern Association of Colleges and Employers, and the Northeast Human Resources Association, a SHRM affiliate.

PIONEERS

Through countless hours of in-depth proprietary research, Intern Bridge has developed the Total Internship Management approach to internship program creation and administration. This strategy, geared towards employers, all but guarantees that both organizations and students will benefit from the effective implementation of an internship program. The process takes into account critical factors of internship programming including understanding Gen-Y, structuring a program, choosing the best supervisor, marketing the opportunity, orientation, compensation, benefits, evaluation, and so much more.

PUBLISHERS

Intern Bridge is the publishing house in charge of authoring, printing, and distributing leading internship management and college recruiting materials such as Total Internship Management: The Employer's Guide to Building the Ultimate Internship Program and the Total Internship Management Workshop DVD. We are also proud to offer free white papers and other resources created by leading industry experts on our website. The publishing team is capable of preparing a range of orders as little as one product to bulk orders and discounts for thousands.

PRODUCERS

Intern Bridge generates some of the most sought after and successful college recruiting workshops. Our interactive workshops range a multitude of topics including Internship Program Administration and Managing Millennials. Intern Bridge works closely with universities to produce half-day and day-long programs throughout the country, allowing professionals to learn about critical college recruiting topics in an open forum that encourages networking and relationship building. We also provide workshops at national, regional, and state conferences, and we offer clients the opportunity to customize workshops for their organization or university.

CONSULTANTS

Intern Bridge offers a wide range of customized consulting services. One of our token services is working with organizations as Total Internship Managers. In this role, organizations utilize Intern Bridge staff and resources to create and administer their internship program. This arrangement ensures best-in-class experiences for organizations and interns, and provides for the future sustainability of a college recruiting strategy. We also offer website branding and a wide array of additional services.

For more information about our organization, please visit www.InternBridge.com

To Apply

Send a cover letter and resume to Jobs@InternBridge.com. The subject of the email should read "University Relations Manager" Emails must be received by 5:00pm on Wednesday, April 15th. Questions may also be directed to this email address prior to the deadline.