

Here are the internships for July 1, 2009, from Career Services. For more information regarding these positions, please stop by Career Services, lower level, Rossin Campus Center, reply to this e-mail, or call us at 724.229.5126. If you are looking for part-time employment, Career Services, as well as the Office of Financial Aid, keep job books for local part-time employment.

INTERNSHIPS

The Office of Career Services is seeking an energetic, self-starting student intern with a telephone presence for a project interacting with W&J alumni. The project will be based in the Office of Career Services and will consist of two phases:

- helping move existing data into the new career-related software.
- contacting alumni for purposes of cultivating internship opportunities for W&J students. Information gathered will be entered into software.

Students who have supported the Phon-a-thon are especially encouraged to apply. This internship will have some flexibility with hours and is expected to begin Fall 2009. Anticipated hours 6 – 8 per week at \$10 per hour. Submit a resume and letter of interest to the Office of Career Services at careerservices@washjeff.edu. Please reference "W&J CRN Project" in your letter. Search will remain open until position is filled.

The Public Affairs Office for the United States Army Corps of Engineers, Pittsburgh District is seeking an entry-level public affairs specialist intern in the public affairs office of the US Army Corps of Engineers, Pittsburgh. Responsible for collecting, preparing, and disseminating information to a variety of internal and external audiences concerning the District's programs and projects. Researches available material and interviews program specialists, technical personnel, and other staff to obtain information for use in the developing products in appropriate journalistic style and within deadlines assigned by the public affairs officer. Responds to queries for information on Pittsburgh District and determines the nature of the data required. Proposes to the PAO possible methods for presenting information. Composes and distributes routine media releases and maintains distribution lists. Responds to non-controversial media queries. Writes and edits articles for the District. Ensures articles conform to a-p style guide. Arranges for district participation in special events. Proactively seeks and recommends to the public affairs officer opportunities. Assists in planning and conducting on-site outreach activities such as open houses, guided tours and media events. Any questions can be directed to Rachel Haring at Rachel.F.Haring@usace.army.mil or 412-395-7500.

Heinz Field is looking for PSSI Stadium Corp. Event Operations Interns to begin this fall. This internship may offer experience in stadium and event operations, guest services, and event planning. Applicants must meet the following criteria: must be eligible for college credit; must be able to work a minimum of 3 (8) hour days per week; and preferred majors are sports management, sports marketing, event planning, and other related areas will be considered. Candidates will Assist with daily needs of the Event Operations Department; assist Event Operations Department with stadium events – Pittsburgh Steelers, University of Pittsburgh, boxing, concerts, etc; assist with preparation for game day with team members – planning, correspondence, meetings, payroll, etc; assist with the daily operation of Luxury Suite Department – ticket distribution, mailings, suite drawings, etc; assist with the purchasing of event supplies; assist with event team supervision; assist with contribution of articles for the Team Member Newsletter; and assist with correspondence between team members and management and management and other organizations. Prefer candidates that are flexible, positive attitude, takes initiative, professional, well spoken, ability to work as part of a team,

computer skills, and creative. If interested, submit your resume and cover letter to Maria DeNunzio at denunziom@steelers.nfl.com or by mail at 900 Art Rooney Avenue, Pittsburgh, PA 15212. Questions call 412-697-7146. **The deadline to apply is July 10, 2009.** If you apply please also send an e-mail to careerservices@washjeff.edu to let us know that you applied for this opportunity. Thank you.