

Vol. 3 Issue 7 2020

Adrian College

INSTITUTE FOR

CAREER PLANNING

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Caine Student Center
Institute for Career Planning
110 S. Madison Street, Adrian, MI 49221
517-265-5161 x 4392

Meet Grace Waterstradt-Keil



Grace Waterstradt-Keil has joined the Institute for Career Planning, as Assistant Director. An Adrian College alumna, Grace earned a Bachelor's degree in Public Relations in 2015 and then completed a Master of Higher Education Administration at Tiffin University in 2018.

Grace is excited about this new role and looks forward to helping students discover and achieve their career goals.

Internship Information Sessions

UPCOMING Internship Info Sessions

Thursday, October 15

12:00pm - 1:00pm

Wednesday, October 21

12:00pm - 1:00pm

Monday, October 26

7:00pm-8:00pm

Thursday, October 29

4:00pm-5:00pm

Planning to add an internship to your class schedule for the Spring 2021 semester? Please attend one of the virtual Internship Information Sessions listed above to get started with the process. A link to join the meeting will be sent out the day of each session.

Can't make it? Schedule an appointment through your Handshake account.

Internship at Northwestern Mutual Leads to Full-Time Position

Michael Montambault



"Northwestern Mutual lets you start and build your own financial practice. The biggest thing that i took away was how to approach prospects and run meetings with them."

The internship I had at Northwestern Mutual was a tremendous experience. I was fourtunate enough to have the ability to obtain a full-time position starting in December."

- Micheal Montambault

"Michael was a complete asset to Northwest Mutual this summer. He reached many bench marks that only the TOP interns in the country are doing."

-Elizabeth Kirchmeier
Internship Supervisor



Upcoming Virtual Event



**SCOTT
KAPELLER,
MBA, CMR**

**Join Scott virtually for tips on how he leveraged
networking during a national pandemic.**

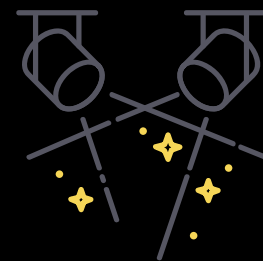
**Thursday, October 29
Noon - 1:00pm**

Link to join will be emailed the morning of the event

**"If you listen to the door that just closed, you're missing the sound
of doors opening. Get a plan, get to work, use your network"
-- Scott Kapeller**

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Internship Opportunity Spotlight

THREE SQUARED, INC.

Detroit-based architecture and design firm who uses their revolutionary steel cargo shipping containers to build eye-catching homes, spaces, condominiums, and apartment complexes.

Intern Position: Marketing Associate

Preferred academic major(s): Business, Marketing, Graphic Design, or Journalism
GPA Requirement: 3.0 or above

Job Description:

- Researching, posting and scheduling content for other client accounts
- Create weekly post for each social media channels.
- Manage Facebook and LinkedIn company pages.
- Making sure that our social media pages are staying active with the audience
- Attending weekly marketing meetings
- Creating bi-quarterly newsletters
- Assisting with webinars
- Applying for speaker opportunities at conferences and identifying networking opportunities
- Updating Wix website to update projects, create blog posts, and manage content

ADRIAN DOMINICAN SISTERS

Ministries in education, health care, pastoral and retreat ministry, the arts, social work, ecology, and peace and justice advocacy- we strive to live out our vision: to see truth, make peace, reverence life.

Intern Position: Archival Intern

Preferred academic major(s): History, English, Art, Religious and/or Women's Studies

Job Description:

- Conduct inventory analysis and revise finding aides accordingly
- Provide research support for high priority internal and external requests
- Process archival collections using approved manual guidelines
- Digitize and lightly restore photographic and documentary content that ensures a quality access copy
- Practice archival preservation techniques when handling content that ensures a quality access copy
- Properly rehouse and describe content using best practices and approved standards
- Provide recommendations that improve the guidelines of the processing manual
- Participate in departmental meetings, networking opportunities, collaborate as a team member, and complete ad hoc projects on demand

Intern Position: Sales Associate

Preferred academic major(s): Business, Environmental Studies
GPA Requirement: 3.0 or above

Job Description:

- Assisting with organizational sales to meet quarterly sales goals and strategies.
- Logging activity and notes in Buildtrend CRM
- Overseeing the activities and performance of sales tea.
- Coordinating with marketing department on lead generation
- Promoting the organization and products
- Learning our ideal clients and what types of projects are a good fit for cargo architecture.

PLASTIC OMNIUM

Discover Plastic Omnium, the world leader in automotive exterior components; plastic fuel & emissions control system.

Intern Position: Quality Intern

Job Description:

- Quality documentation review
- Compare documentation against the actual line work elements for accuracy
- Review line documentation to ensure it is available for team members at all stations
- Key characteristic placards preparation
- Gage calibration assistance
- Other tasks as directed by the quality manager


A yellow handshake chair is the central focus of the image. It has a wide, flat base and several vertical, rounded posts of varying heights. The chair is set on a light-colored paved surface, and a blurred green lawn is visible in the background. The text is overlaid on a white rectangular area in the center of the image.

HANDSHAKE CHAIR CONTEST

October 22 & 23 find the
Handshake chair on the Caine
terrace from 9:00am-4:30pm. Snap
a picture with the chair and submit
it to the Institute for Career
Planning.

**THE STUDENT WITH
THE WINNING PHOTO
WILL WIN A \$25 GIFT
CARD.**

You must have completed your profile in
Handshake to win.



CONNECT WITH THE INSTITUTE FOR CAREER PLANNING

Facebook: <http://www.facebook.com/ACCareerPlanning?ref=hl>

Twitter: <http://twitter.com/AdrianCollege>

Website: www.adrian.edu/academics/career-planning

Institute Hours:

Monday - Friday

8:30am - 5:00pm

Appointments:

Scheduled through student Handshake accounts. All appointments this semester are virtual.

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