

INSTITUTE FOR CAREER PLANNING

Adrian College

February 3, 2020

INSIDE THIS ISSUE:

Meet our Administrative Assistant	1
Job Pursuit	1
Internship Information	2
Student Employee of the Month	3
Internship Opportunities	4
Webinars	4
Employment Opportunities	5 6
Strengths Finder	7
Career Center Hours	7



Welcome to the Institute for Career Planning's new Administrative Assistant, Chasity!

Chasity is excited to begin her career here, at Adrian College!



Register on Handshake Today!

Event Date: February 14, 2020

Time: 9:00am-4:00pm

Deadline to Register: February 7th

Crowne Plaza Hotel; Lansing, MI

*****Half of your registration (\$5) will be reimbursed with valid receipt of attendance *****

***Transportation
and
Lunch Provided!***

MUST Pre-Register



Internship Informational Sessions

Considering an internship in MAY, SUMMER OR FALL 2020?

ATTENDING ONE OF THE SESSIONS BELOW IS STRONGLY ENCOURAGED

Internship Information Sessions



Important
DATE!

***All Internship
Packets must
include the
syllabus, resume,
be typed, printed,
initialed, and
signed before
being returned**

Wednesday, March 18, 2020

4:30pm-5:30pm

KNIGHT AUDITORIUM

Tuesday, March 24, 2020

12:00pm-1:00pm

VIVIAN CONFERENCE ROOM

Thursday, March 26, 2020

12:00pm-1:00pm

KNIGHT AUDITORIUM

Monday, March 30, 2020

12:00pm-1:00pm

KNIGHT AUDITORIUM

Monday, April 6, 2020

12:00pm-1:00pm

KNIGHT AUDITORIUM

LEARN MORE ABOUT THE FOLLOWING:

**INTERNSHIP PROCESS
SITE AVAILABILITY**

**DEADLINES & DUE DATES
PACKET PROCEDURE**

Packet

APRIL 7, 2020 = "NEW" Site Packet

Due Dates:

APRIL 14, 2020 = "EXISTING" Site Packet



Internship packets are due the semester prior to registering for an internship.

Link to the packets are found at:

<http://adrian.edu/academics/career-planning/internships/>

(bottom of the page)



Student Employee of the Month

Student Employee of the Month



October 2019 Winner
Liam Tapp
Supervisor(s): Darin Seiler,
Director of Information Technology
Services



November 2019 Winner
Chris Fleming
Supervisor(s): Teri Moreno
Administrative Assistant , Institute for
Career Planning



December 2019 Winner
Emalee Kerr
Supervisor(s): DeAnne Lewin, Director of Conferences
and Krissie Barnes, Assistant Director of Conferences



January 2020 Winner
Mackenzi Heisner
Supervisor(s): Jeremy Symington,
Arrington Arena General Manager/Director of Operations

Students are nominated by their campus employment supervisor each month based on their performance. All nominations must be received by the 1st Friday of each month, with one student selected per month. Recognized students for the academic year will be entered to win an "AC Swag Bag" on **National Student Employee Day** in April.

Employment Opportunities: Campus Visits

Spring 2020



Wildwood Ranch Camp Recruiting
February 4th 11:00am – 4:00pm
Table in Caine Student Center

Summer Camp | Day Camp | Horse Camp | Ministry

Keen Summer Internship



Keen
February 6th
3:00pm - 4:30pm
Table in Caine Student Center

Keentern Summer Internship: Offering College Students a unique opportunity to view KEEN from the inside out—through a 10-week summer internship at the company's global headquarters in Portland, Oregon

Positions Available: Communications, Social Media, KEEN Effect, Supply Chain Planning, Global Logistics, Web Merchandising, Social Media (Utility), Product Line Management, Product Development, DTC Market Research

Webinars

Presentations Offered:

Power to be You: Our Employee Networks

February 12, 2020 12pm-1pm

Better Money Habits: College Guide to Money

February 26, 2020 6pm-7pm

Build your Brand: Tips on Resume Building

March 11, 2020 6pm-7pm



BANK OF AMERICA

**Find more info
and register on
Handshake!**



STILL NEED AN INTERNSHIP?!

The internships listed below are seeking interns.
If you are interested, please contact the Institute for Career Planning
at careerplanning@adrian.edu.

There are over 300 plus “*approved internships*” available
FOR CREDIT” listed in Handshake

ADRIAN DOMINICAN SISTERS



Adrian Dominican Sisters is seeking to fill their *Archival Internship* for the upcoming fall semester. Interested in applying? Send resumes to careerplanning@adrian.edu and list in the
subject line: Adrian Dominican Sisters– Archival Internship

THE CROSWELL



The Croswell Opera House in Adrian, MI, is accepting applications for Summer 2020 Internships. Interns will work 13 weeks, from May to August, and will be crucial parts of this summer’s productions of *Kinky Boots*, *The Scottsboro Boys*, and *Holiday Inn*, as well as working to prepare for our September productions of *The Little Mermaid*. These are **FULL-TIME Paid Positions**. Housing may be available; please ask for details.

Positions available include: Costumer Shop Intern, Technical Interns, and Properties Interns

Applications must be received by February 7, 2020

For more information and to apply: <https://croswell.org/internships/>

INTERLOCHEN CENTER FOR THE ARTS



For more information or to apply online visit:
www.interlochen.org/careers

Love concerts? Learn how concert production, event management, and customer service work together as part of a paid summer internship at Interlochen Center for the Arts. Great perks! During the Interlochen Arts Festival season (6/15 - 8/22), work shows like Josh Groban, Reba McEntire, Lady Antebellum and more! Meals and housing included.



HUDSON INSTITUTE– POLITICAL STUDIES



Hudson Institute Political Studies offers undergraduates a fellowship in political thought and public policy held in the summer in Washington D.C. This is a PAID summer internship!

Visit hudsonpoliticalstudies.org for more information

LENAWEE NOW– BUSINESS ASSISTANCE TEAM MEMBER

Lenawee **now**

Lenawee Now is looking for a Business Assistance Team Member intern. Student will interact with Entrepreneurial clients and assist them with business plan writing, customer discover, market validation, competitive analysis, financial proforma creation and review, interacting with outside consultants, investment pitch decks, and identifying potential funding sources.

Contact Career Planning for more information: Subject Line– Lenawee Now

EMPLOYMENT OPPORTUNITIES

ADRIAN COLLEGE– RESIDENT ASSISTANT



The Resident Assistant is a member of the Residence Life staff within the Student Life Division. The office is committed to a comprehensive residence hall program – one that blends academic with co-curricular activities to create a total educational environment in which all residents are assisted in achieving their unique potential. Resident Assistants are key links in creating this environment. The quality of an RA's efforts has a significant, direct bearing upon the quality of life experienced by all members of the College community.

Important Dates:

February 6, 2020 at 5:00 PM Applications Due Caine 235

Week of February 10th Interviews TBA

February 16th Group Process Hickman Board Room

Thursday, February 27 Decision Letters Out Student Mailboxes

Contact Career Planning for more information: Subject Line – AC Resident Assistant

MACDONALD RADIO BROADCASTING– ACCOUNT EXECUTIVE

MacDonald Broadcasting Company is looking to hire an Account Executive. This position is full time outside sales position (M-F, 8am-5pm) selling radio advertising to local business owners and their advertising agencies. Media sales represents an excellent career opportunity for the right individual.

Contact Career Planning for more information: Subject Line – Macdonald Radio Broadcasting



STRENGTHFINDER



FIND YOUR STRENGTHS:

CliftonStrengths is an online assessment tool designed to help each student identify and appreciate their unique talents and aim those talents at academic, professional and personal success.

Upcoming Workshops: February 18th, March 24th, and April 23rd at noon in the Adrian Room, Ritchie.

Want to take the assessment? Request a code: contact careerplanning@adrian.edu

SCHEDULE AN APPOINTMENT



NEED TO SCHEDULE AN APPOINTMENT WITH A CAREER PLANNING STAFF MEMBER?

Appointments are scheduled through your Handshake account under the “Career Center” tab.

ALL STUDENTS HAVE A HANDSHAKE ACCOUNT

OFFICE HOURS

Institute Hours

Monday—Friday 8:30am—5:00pm

Appointments: Scheduled through students Handshake account

Drop-Ins (Non-Appointment): Monday 10am—12pm, Wednesday & Thursday 3pm—5pm

