



# Job Description Library

Sample jobs performed by Step Up interns



# HOW TO NAVIGATE THE LIBRARY

## Purpose of the Job Description Library

Imagine what Step Up can look like within your company! Explore high-quality job descriptions from previous Step Up internships in over a dozen functional areas from 15 industries.

## Getting started

The table of contents lists the wide range of Step Up job types. Click on any job type to jump to that section of the Library. To return to the Table of Contents to view a different job type, simply click on “Return to Table of Contents” located in the bottom right corner of each page.

## Questions to ask yourself

- What job types align with departments in our organization? For instance, a hospital might have health services jobs along with marketing, IT, and business management and administration jobs.
- Can our workplace replicate a summer internship experience similar to the jobs listed?
- How does the job description help Step Up place the right candidate in the position?

## Additional tips for developing high-quality job descriptions

- Be specific—this ensures an accurate placement and manages expectations over the summer.
- Pick one or two substantive projects for the intern to work on throughout the summer and couple them with day-to-day administrative work as it arises.
- Create jobs that are challenging and interesting by thinking about skills critical to success in your field and developing projects that will help the intern explore and develop those skills.
- Brainstorm with your team about “back-burner” projects that would be helpful to get done but never rise to the top of the priority list.
- Identify employees who have fallen behind on their workflow and could use temporary assistance.

## Next Steps

- Go to the Step Up website to submit a Job Description Form for each unique job in your organization for a Step Up intern. Note the guidelines on “How to Write a High-Quality Job Description” on page 4 of this library.
- Reach out to your organization’s Step Up contact for help shaping internship opportunities at your workplace.

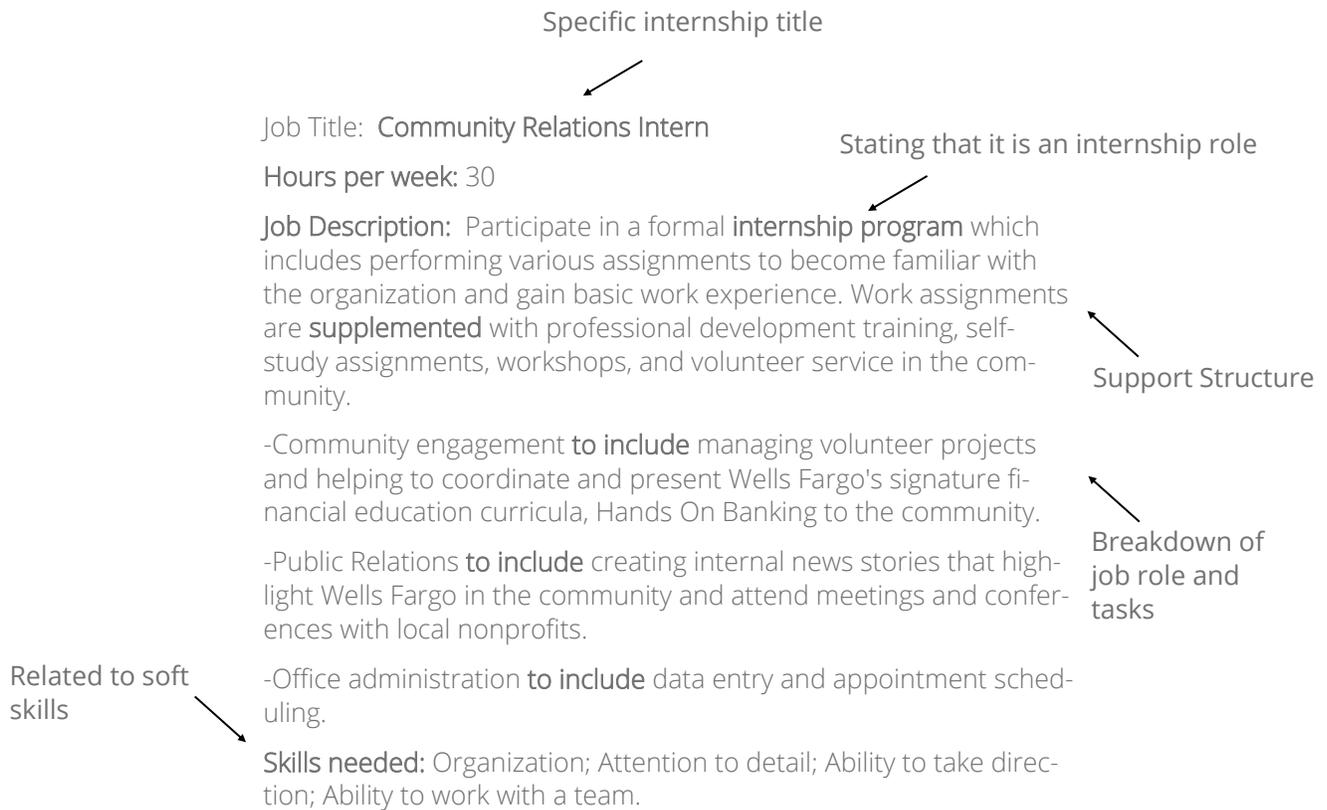
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# HOW TO WRITE A HIGH-QUALITY JOB DESCRIPTION



## Specific internship title

The job title should appeal to the intern, while also relating to the job role. In the example above, Community Relations Intern works because the candidate is interning with the Community Relations department.

## State that it's an internship role

The Step Up intern perceives the job as higher value when they understand this experience is shaped around learning and skills building. Job descriptions should include learning objectives and key takeaways.

## Support structure

A new work environment can be intimidating to anyone, so it's critical that supervisors explain how they plan to support the intern throughout the internship. Providing a mentor is one way to show support for the intern and is strongly encouraged for every internship.

## Breakdown of job role and tasks

Details about the job tasks should be clearly outlined in the job description. A breakdown of job tasks will give the intern a deeper understanding of what assignments they will be expected to work on. In the example above, the job roles were broken down into smaller tasks.

## Related to soft skills

Focus on the soft skills needed for the job. Other fields on the online Job Description Form capture the need for many hard skills.

# Architecture

**Job Title:** Enviro Design Apprentice

**Job Description:** Enviro Design Apprentices and designers craft benches for bus stops, planter boxes for corners and art for public spaces. The team trains with the University of Minnesota’s Design School, partnering and learning with students in architecture and landscape architecture. In doing so, they hone their engineering and creative placemaking skills while continually gaining fresh perspectives and new ways of doing things.

**Skills Needed:** Work in groups, enjoys working with hands, motivated to grow



**Job Title:** Office Services Specialist

**Job Description:** We would prefer a student interested in a future career in either architecture or interior design. Our vision of the summer job would be to assist with the management of the interior architecture library, organizing, cataloging and maintain the materials used in the Interior Design practice. This involves cataloging of samples, returning samples to vendors through the mail, and arranging for new sample delivery.

Duties / Responsibilities:

- Organization of the Materials Resource Room into material types (textiles, wood, glass, etc.)
- Create / maintain a generic inventory of materials on hand
- Contact and meet with materials representatives to restock the library

This position is a great opportunity for students to familiarize themselves with the various materials, construction and decorative, that are used by designers as well as network with professionals in the industry.

**Skills Needed:** Self-starter, comfortable asking questions, quick to understand processes

# Architecture

**Job Title:** Student Intern

**Job Description:** As a Student Intern for our company, you will be tasked with the following duties:

- Assist with general office filing, scanning, archiving, organizing or improvements.
- Assist in creating physical models using laser equipment or traditional model-making tools.
- Assist team members with presentation boards and/or hand-outs.
- Assist with industry research projects or studies.

**Skills Needed:** Creative, energetic, positive and hard working. Strong computer proficiency

**Job Title:** Architectural Intern - Airport Development

**Job Description:** The job duties for an intern with our department include filing documents both new and historical. Learning and working with AutoCAD and various resources to complete projects as set out by the Commission. Possible need to lift plans and construction documents, take pictures and measure buildings, rooms and other areas. Communicate with other departments. Other duties as assigned.

**Skills Needed:** Communication Skills, Punctual, Computer Savvy, Ethical

# Architecture

**Job Title:** Architectural Technician Intern

**Job Description:** The individual would experience MAC's positive and collaborative work environment, while learning to prioritize work loads with shifting company needs in a unique fast paced position that can only be obtained while working at an international airport. Tasks may include,

- Working with AutoCAD (release 2012 or newer),
- Attending meetings as needed or required,
- Cataloging architectural plans and specifications, and
- Other duties as assigned.

**Skills needed:** AutoCAD knowledge preferred but not required.

# Arts, A/V Technology & Communication

**Job Title:** Theater Intern

**Job Description:** You will be in an artistic environment working with one of the premier theaters in our city. Our theater mission reflects our values of inclusivity, human rights, and the arts. We have many different programs; therefore, we are always busy and need lots of help. Job duties include:

- sending emails,
- organizing youth programs,
- helping coordinate programming,
- creating programs for our shows, and
- being involved in the production of our shows and many other exciting opportunities to be creative. [This internship also has a strong mentorship and professional development component not listed here.]

**Skills Needed:** Any other software skills help but are not necessary

**Job Title:** Prepress Specialist Intern

**Job Description:** Prepress Specialist Intern will perform the following duties:

- Scan and title photos and images
- Correct photos for newspaper reproduction (will train on process and software)
- Provide materials, information and instructions to designers internally and external vendors
- Provide basic corrections to ads (will train on process and software)
- Print and review news pages for quality issues
- Work closely with Ad Traffickers to assign various ads to Art Directors
- Package and send printed ads to our vendor to convert into digital ads

The ideal student for this position will possess a positive attitude and the ability to multitask.

**Skills Needed:** Comfort using a computer and office suite (Word, Excel, Outlook email and PowerPoint). Willingness to learn new software such as Photoshop and InDesign (basics). Willingness to review "self-help" online videos for tools and help. Good verbal and written communication skills



# Arts, A/V Technology & Communication

**Job Title:** Street Forum Video Outreach Specialist

**Job Description:** Street Forum is a community project that uses video interviewing to engage residents on issues that are happening in their community.

Interns will go out daily and produce a series of short videos based off of interviews they do with residents in the north Minneapolis community on a variety of topics. You'll learn how to create professional videos, how to interview and how to organize around issues. A typical day will have you and the Street Forum team out in the neighborhood conducting interviews with residents about issues like public safety, parks, education, transit and more. You'll use iPads, video editing software and equipment, and social media to create and produce videos that you will share with the community and with local decision makers.

You'll complete your internship with skills in video and storytelling, communications, marketing, sales, project management, and community organizing that are transferable to a variety of career fields.

Interns will work with and under the supervision of a local filmmaker in producing these community videos.

**Skills Needed:** Hardworking, outgoing, attentive to detail, and friendly

**Job Title:** Arts Intern

**Job Description:** Following orientation and VALT (Visual Arts Literacy Training) you will be assigned to one of the following apprenticeships.

**Fashion & Textile Design Apprentice:** Textile Apprentices will work collaboratively in a creative social enterprise where they will learn the ins and outs of the industry of fashion and screen-printing. Apprentices will design and produce t-shirts, tote bags, backpacks, and other merchandise for company's retail space and clients. Through training in concept development, producing clothing lines, color and shirt selection, and graphic preparation for printing, textile apprentices will develop knowledge and master skills in the screen printing process while using printing equipment and maintaining quality standards.

**Graphic Design Apprentice:** Graphic Design Lab Apprentices will engage in the entire process of graphic design from creative conception of ideas through final production. Apprentices will create signage, graphic murals, logos, graphics for apparel, brand identity and product labels. Graphics apprentices exhibit high levels of customer service and maintain the quality standards of the industry.

**Skills Needed:** Interest in creative arts, design, and or fashion

# Arts, A/V Technology & Communication

**Job Title:** Contemporary/Public Art Apprentice

**Job Description:** Contemporary/Public Art Apprentice: Apprentices will be part of a team that will design and fabricate various street amenities such as planter boxes, landscaping the sculpture park located adjacent to the studio, and complete a large outdoor mural installation. Apprentices will learn about public art maintenance and neighborhood beautification through design, art, and skills in planting, landscaping and painting.

**Skills Needed:** Work in groups, enjoys working with hands, motivated to grow

**Job Title:** Student Announcer/Operator

**Job Description:** On-air host for daily live music show, Jazz with Class. Produce radio broadcast elements such as Jazz With Class shows, PSAs, promos, station IDs, news, and other production as needed.

**Skills Needed:** Computer software skills, reading out loud, writing and research

# Arts, A/V Technology & Communication

**Job Title:** Newspaper Reporter

**Job Description:** Interns will help produce a news article from start to finish. Our organization helps to produce a monthly print newspaper magazine in North Minneapolis. Though interns will work out of the organization's production room, this is NOT a desk job. Producing a community newspaper requires being out and about in the community interacting with people and collecting information.

Interns will:

- Help brainstorm a content plan for our July issue
- Assist with reporting and interviewing out in the community
- Write stories (training provided)
- Take photographs
- Learn basics of Adobe InDesign & Photoshop
- Help lay out and design the paper
- Help deliver the paper
- Help with ad sales

**Skills Needed:** Strong writing skills, curiosity, ability to engage in conversation with many types of people

**Job Title:** Marketing and Design Intern

**Job Description:**

MARKETING – 60%

- Work with Marketing Team to create Project Master File of all projects in InDesign. The graphic template will be decided by the Marketing Team. The STEP-UP Intern will be responsible for laying out all project images.
- Develop spreadsheet with all relevant project data for each firm project.
- Participate in creation of marketing materials as requested. This may include helping to layout project images in marketing proposals, managing Twitter posts, and finding interesting designs to post on social media.

DESIGN – 30%

During the course of this summer internship, you will be exposed to various aspects of the design process, including team meetings, client meetings, conceptual design, and if interested, professional graphics, technical drawings, and 3D modeling.

- Take notes in team meetings and client meetings.
- Create concept sketches for project designs. Discuss design ideas with team.
- Research design precedents and inspiration.
- Perform discrete tasks in Photoshop, for example, cutting out people and trees for entourage in renderings.

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# Arts, A/V Technology & Communication

- Perform discrete tasks in AutoCAD, for example, making edits to construction drawings.
- Perform discrete tasks

## OFFICE ORGANIZATION – 10%

- Organize material sample library (pavers, aggregate, etc...)
- Organize book library by topic and create document to communicate organization strategy to office.
- Check office supplies regularly and order as necessary.
- Assist office manager with tasks as needed.

**Skills Needed:** General interest in design, familiarity with Adobe InDesign, organized, self-motivated

**Job Title:** Screen Printing Shop Intern

**Job Description:** Opportunity to learn about small business in the context of a full service screen-printing shop. Our company provides screen-printing services to over 400 organizations in the Twin Cities. This social enterprise is designed to offer employment and work readiness to youth experiencing homelessness.

Interns also receive training in customer service and can complete the National Career Readiness Credential.

The screen-printing operation normally prints t-shirts and other apparel for a wide variety of non-profit and small business customers. Interns learn the methods of screen-printing, preparing artwork, mixing inks and printing shirts.

This opportunity helps build skills in teamwork, communication, dependability, reliability, artistic expression and presentation skills.

**Skills Needed:** Teamwork, Communication, Dependability, Reliability

# Arts, A/V Technology & Communication

**Job Title:** Production and Marketing Associate

**Job Description:** The Production and Marketing Associate will work closely with two staff members to create media products using our department's video/editing equipment. These media products will predominantly be used for promotional purposes (commercials, ads, promos), but will also include on and off site production projects (filming the NE Parade, etc.). Interns should have moderate skill and experience with media production equipment and software.

Half of the Associate's time will be developing the skills to manage the social media/ outreach presence, under direct guidance and supervision of our marketing manager. The Associate will learn how to engage members through our FB, Twitter, email newsletters, and events. Interns do not need previous experience in marketing/promotion.

**Skills Needed:** Experience with iMovie, FCP, etc. relevant

**Job Title:** Sound Technician Intern

**Job Description:** As a Sound Technician Intern, you will help our department with the following projects and tasks:

- Set up and operate small and medium-sized outdoor live sound reinforcement systems for the Minneapolis Concerts in the Park series.
- Set up and operate outdoor video projection system.
- Utilize signal flow and proper gain structure with all necessary microphones, mixing consoles, amplifiers, processors, equalizers, loudspeakers, monitors, snakes, cables, stands and auxiliary equipment.
- Provide the best sound and video possible with the resources available.

Skills:

- Able to lift up to 50 lbs.
- Document any repairs needed to help maintain audio and video equipment.
- Provide technical support, assistance, and expertise to various programs and special events as assigned.
- Good interpersonal communication skills. Ability to work in a team environment, adapt to changing conditions and situations, and to maintain confidentiality in work-related matters.

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# Arts, A/V Technology & Communication

- Must enjoy working outdoors.

Interns will be teamed up with veteran sound techs that are expected to mentor these students and teach them the process. This is a great introduction to working in the studio and production. Setting up the sound system makes you see the physical connections being made, rather than just seeing a software program where it works magically. It also gives them opportunities to experience different microphone placements and learn troubleshooting skills that can transfer into studios.

**Skills Needed:** Ability to work in a team environment, adapt to changing conditions and situations, and to maintain confidentiality in work-related matters. Must enjoy working outdoors. [This internship also has great mentorship and professional development opportunities not listed.]

**Job Title:** Theater Apprentice

**Job Description:** As a Theater Apprentice, you will be responsible for working with set, lighting and sound design for productions, special events, assisting with marketing and promotions of events including graphic design, website content, distribution of flyers, etc., preparing the theater for rental clients, set-up, general upkeep and maintenance of the theater, working events including concessions, ushering, hosting, etc.

Program Assistance—Assist class activities, supervise meal and play periods, be a role model for appropriate behavior, assist in behavior management, assist in youth productions (i.e. sound, lighting, set design, marketing and promotions, concessions), and general upkeep and maintenance of the theater.

Other responsibilities—Serve as mentor for new apprentices, serve on the organization's Community Advisory Council, make presentations to the Board of Directors and Board committees as needed, and maintain a journal/log of experiences and skills learned.

**Skills Needed:** Communication, time management, professional skills, leadership

# Business Management & Administration

**Job Title:** HR Intern

**Job Description:** As an HR Intern you will help to greet and direct employees, applicants, and visitors. Answers incoming phone lines. Provides information, directs calls, takes messages; assists caller in resolving problems when possible. Schedules appointments. Explains various forms to new employees.

Administrative duties include word processing, correspondence, memos, forms etc. In addition to the above general reception and administrative duties, performs specific functions unique to the department, such as processing of employment verifications, scanning in documents for the electronic team member files, data entry of provider information and participating in a paperless solutions process for I-9s and tuition reimbursement.

Part of your job will also be assisting in the sorting and distributing of incoming mail and fax communications. Help the HR assistant in ordering files and maintaining employee records.

**Skills Needed:** Data entry, working with Microsoft Office, prefer a candidate with Onbase Solutions and Lawson Information Systems experience

**Job Title:** Audit Intern

**Job Description:** You will work on the following job duties:

- Improve the usability of SN reports
- Improve PPMG SharePoint usability
- Audit project report artifacts to ensure project artifacts are in place for audits
- Audit projects in SN to ensure that all the necessary info (e.g. notes description items) are present, formatted properly, etc.
- PPMG meeting support
- Possibly some clean up tasks around migrating from PPM to SN
- Shadow various Project Managers (PMs) to see how project meetings are set up/ managed, to see how action items, issues, risks, decisions, etc., are tracked and managed
- Possibly help out in various ways on one or more projects

**Skills Needed:** Great customer service, strong written and verbal communication, flexible when working on multiple projects



# Business Management & Administration

**Job Title:** HR Analyst

**Job Description:** This role will be split between the HR Service Center and HR Reporting & Analytics team.

When working with the HR Reporting & Analytics team, the role will have the following duties:

- run routine and ad hoc reports of employee-related data for use by HR and other lines of business
- work with customers to locate appropriate reports to run out of our HR systems
- participate in reporting and analytics team meetings
- conduct data and query analysis as requested

When working with the HR Service Center, the role will have the following duties:

- Fulfill requests for HR administration including imaging of personnel files, completion of employment verification in a timely and accurate manner
- Manage incoming documents for processing such as tuition reimbursement forms, I-9 documentation
- Perform basic data entry of exit survey data and logging of employment documents
- Assist with projects as needed

**Skills Needed:** Attention to detail, ability to work without direct supervision, comfort with computers

**Job Title:** Mail Clerk

**Job Description:** Clerical responsibilities include:

- Performs keyboarding tasks, which may include the preparation of written correspondence and/or the use of a personal computer to access various software applications; maintains adequate and orderly records.
- Performs clerical functions, including filing, data entry, mail handling and phone calls.
- Answers telephones and provides customer service in a courteous and professional manner.
- Organizes interoffice tubs for mail filing; sorts incoming and outgoing interoffice materials to the correct mail code slot, tub, or mail cart in a timely and accurate fashion, and collects and delivers interoffice, express and postal mail to all mail stops.
- Supports the activities of other staff within the department, as required or assigned.
- Exercises a higher level of judgment when performing routine tasks.
- Maintains clear, continuous communication with supervisor, lead, and fellow workers.
- Assists with loading dock duties as needed.
- Works on special projects by performing one or more of the following: counting, collating, inserting, bundling, decollating, sorting, labeling, and packing.
- Other duties as assigned.

**Skills Needed:** Basic problem solving and ability to multitask

# Business Management & Administration

**Job Title:** Customer Service Intern

**Job Description:** As a Customer Service Intern, you will help our department with the following projects and tasks:

- Maintain knowledge of our company's core values demonstrating commitment to our customers making their travel experience as smooth and pleasant as possible.
- Work closely with the above wing team in meeting objectives.
- Support team in conducting audits on key measures and other ad hoc requests as needed.
- Support the Service Recovery Care while waiting and care upon arrival initiative.
- Support Service Recovery with Bag to Claim improvement.
- Maintain accurate data with Unaccompanied Minor program booked and actual.
- Verify aircraft search sheets completed and maintained according to FAA procedure.
- Assist the Minneapolis Leadership team with assignments as needed.
- Practice safety conscious behavior in all operational processes and procedures.

**Skills Needed:** Time management, accuracy

**Job Title:** Human Capital Intern

**Job Description:** Human Capital Intern will work on multiple projects within our Human Capital (HR) team. Projects could include:

- Benefits filing
- Payroll filing
- 401k audit (Microsoft Excel)
- HR retention room organization and compliance
- Timecard data entry
- New hire reporting for California employees
- Data entry into company's applicant tracking system for recruiting team
- Label creation
- Projects related to recent company acquisitions
- Other projects as assigned which could include working with our marketing, travel and/or real estate group

**Skills Needed:** Professionalism, Confidentiality, punctuality

# Business Management & Administration

**Job Title:** Administrative Assistant Intern

**Job Description:** As a Administrative Assistant Intern, you will help our department with the following projects and tasks:

- Provide general administrative and clerical support (i.e., mailing, scanning, faxing items to employees and business partners)
- Organize and maintain an electronic and hard copy filing system
- Provide professional customer service at the office front-desk by welcoming office guests, answering phones, and directing inquiries to the appropriate party
- Manage and update the company calendar: track time availability for individual employees, teams, and programs (i.e., volunteering)
- Schedule and coordinate meetings, appointments, and travel arrangements for managers
- Prepare, edit, and/or modify documents including reports, reminders, emails, and marketing content
- Additional projects available (e.g., web page design, holiday event planning, project research, blog submission, etc.)
- Attend team meetings and volunteer events

**Skills Needed:** Verbal and written communication, organization, attention to detail, problem solving, Outlook Office 365

**Job Title:** Human Resources Intern

**Job Description:**

- Responsible for Human Resources general administrative filing.
- Complete job description transfer to new job description formatting.
- Complete job description audit and work with HR Generalist to create required job descriptions.
- Complete I-9 organization and audit (2013 -2015 terminations and current employees).
- Work on Medical billing and Medtox billing, including organization, and cost analysis.
- Assist HR Generalist with New Hire Experience preparation each week.
- Act as back up receptionist, answering inbound calls and directing customer service questions.

**Skills Needed:** Written/verbal communication skills; basic computer skills; organizational and filing skills

# Business Management & Administration

**Job Title:** Office Assistant

**Job Description:** We have a very small office environment that our department shares with another department. We have a small staff of 7 that assist these clinicians in caring for their 3500 patients.

As an Office Assistant, you will be tasked with the following work:

- Assisting with electronic faxing of encounter notes to Geriatric Facilities
- Possible back-up phone coverage
- Compiling Assisted Living and TCU folders for distribution in Geriatric Facilities
- Assistance with cleaning up patient lists within Epic
- Assembling Injection Kits
- Billing for home care orders (data entry into Epic)
- Envelope stuffing for monthly MSHO letter and facility/family satisfaction surveys
- Verifying info on the facility directory for accuracy
- Contacting facilities to gather email information for Director of Nursing and Administrators
- Labeling and preparing scanning (adding MRN to all pages)
- Assistance with doctor and nurse practitioner faxing

**Skills Needed:** Keyboarding, data entry, ability to follow instructions, able to communicate clearly on the phone

**Job Title:** Fund Development Intern

**Job Description:** Benefits of Fund Development Internship:

- Valuable opportunity to gain experience in a fast-growing, dynamic nonprofit
- Gain hands-on work experience
- Have an edge in the job market
- Networking opportunities
- Ability to apply classroom knowledge

Responsibilities:

- Assist with the organization, planning, and promotion of our company
- Speak at/attend outreach and community events
- Responsible for some level of data entry, including acknowledgement letters and direct mail pieces
- Contribute to communication and organizational activities such as planning and brainstorming, surveys and focus groups
- Assist with coordination of agency in-kind donations, including solicitation and procurement
- Assist with other miscellaneous projects essential to the success of a rapidly growing nonprofit. The projects include, but are not limited to: light development administration tasks, follow-up emails/phone calls for inquiries, logistical assistance for volunteer orientations and tours

**Skills Needed:** Strong written and verbal communication, detail oriented, critical thinking skills

# Business Management & Administration

**Job Title:** Community Relations Intern

**Job Description:** The community relations intern will split their time between the community relations departments at the bank and a nonprofit organization.

Responsibilities at the bank will include:

- Attending and contributing to community relations meetings; may include meetings with partner or potential partner nonprofits, internal business lines or other staff members
- Participating in the planning and execution of scheduled community and employee engagement events.
- Engagement with the bank's development and volunteer council (Development Network); duties may include scheduling rooms, directing/assisting volunteers, taking attendance, writing blog posts, etc.
- Preparing for the bank's annual giving campaign; duties may include scheduling meetings, preparing materials, researching best practices, etc.
- The bank's foundation grants duties as assigned, including preparing grant checks for delivery

Meanwhile at the partnering organization, the Intern will work closely with the Marketing and Communications, Donor Recruitment and Volunteer Services Departments to initiate, organize and execute a community blood drive. Time will be spent outside the office at various community celebrations and at blood drives in Minneapolis and surrounding suburbs.

## Community Relations

- The Intern will communicate through a variety of media their summer experience and the progress of their project.

## Donor Recruitment

- The Intern will work in cooperation with others to organize, recruit for and execute a blood drive to occur sometime in August prior to the end of their employment.
- The Intern will staff the informational table at community blood drives.

## Administrative

- The Intern will serve as support to the department A-Team in areas including staffing the reception desk and document production

**Skills Needed:** Timeliness, enthusiasm, confidence and willingness to learn

# Business Management & Administration

**Job Title:** Corporate Affairs Intern

**Job Description:** Serve as Step Up intern leader

- Let the other interns know this is your role
- Answer questions and concerns from interns and their supervisors
- Schedule and implement 1 or 2 service projects for the interns
- Take photos of interns and mentors
- Write an article for our intranet about STEP-UP

Work as a contributing Corporate Affairs team member (Ongoing)

- Exhibit professional work ethic, diligence, reliability, competence and discretion daily
- Attend Community Relations, Communications and Government Affairs staff meetings
- Assist with move to 15th floor office space
- Assist with a variety of Corporate Affairs projects

**Skills Needed:** Attention to detail, willingness to learn and seek out answers to questions, team work.

**Job Title:** Executive Assistant/Office Manager

**Job Description:** This position will assist the Executive Assistant to the VP/GM. Duties include:

- Handle telephone calls for the VP/General Manager from both internal and external sources; takes messages or assists callers when necessary. Places outgoing calls when necessary.
- Assists with event detail coordination and maintaining event calendar.
- Types routine correspondence, memos, and other requested documents for Administration, Marketing, Events, and Human Resources. Mails/faxes and files copies of final documents.
- Assists with maintaining HR and event file system; files correspondence and other records.
- Opens and sorts incoming mail; serves as a back up for office mail distribution.
- May conduct research and compile/type statistical reports for events.
- Assists with desktop publishing; creating and developing presentations (hard copy and computer); assist with minimal graphics duties when needed.
- Assists with VP/General Manager's schedule; arranges conference calls,
- Assist with ordering and maintaining supplies for organization; arranges for equipment maintenance.

**Skills Needed:** Organized, caring, responsible, trustworthy

# Construction

**Job Title:** Operations & Maintenance Engineer Intern

**Job Description:** This is an introduction to some of the trades which currently work for our organization.

Time will be shared between the Carpenters, Plumbers, Electricians, Painters, Operation Maintenance Engineer II's, and Custodians.

Duties will include:

- Carpenters Shop - Assist Carpenter with preventative maintenance and mechanical operations on overhead and bi-fold doors, and assist carpenter with mechanical repairs on pedestrian doors and locks.
- Plumbing Shop - Assist plumbers with preventative maintenance work and other daily plumbing work as needed.
- Electrical Shop - Accompany an electrician during his daily work and assist, where possible, in repairing lighting and other electrical items in need of repair or maintenance.
- HVAC Shop – Work with Operations Maintenance Engineer II's with preventative maintenance work and repairs to HVAC equipment.
- Custodial Shop – Work with custodial staff providing daily cleaning of various City of Minneapolis facilities vacuuming, sweeping, floor scrubbing, restroom cleaning, etc.
- Warehouse – Work with Trades staff and Stores Coordinator to set up and maintain warehousing operations.

- Office Support – Filing, mail sort, archiving, possibly some computer work, etc.
- Follow all safety protocols.

**Skills Needed:** Able to maintain regular work schedule, willing to do manual labor, ask questions & take direction



# Construction

**Job Title:** Preconstruction Intern

**Job Description:** Intern will work with the solar energy estimating and engineering department. Job will consist of:

- Entering cost information into our historical database,
- Data mining historical cost information for trends and patterns,
- Assisting with communication to trade partners during bidding,
- Quantity take off for estimates, and
- General administrative duties around the office.

**Skills Needed:** Well spoken, organized, motivated, and respectful.

**Job Title:** Project Intern

**Job Description:** The intern will be responsible for maintaining project records, transmitting information and documents to contractors, architects, etc.

They will assist with safety audits, attending contractor and owner meetings, etc.

Administrative duties may include: sorting departmental mail and scanning, filing, and photocopying documents.

**Skills Needed:** Well spoken, organized, motivated, and respectful.

# Construction

**Job Title:** Facilities Services Worker

## **Job Description:**

- Sweeping sidewalks, driveways, and other concrete surfaces
- Cutting grass, shrubs, etc. and adjusting sprinkler heads as needed.
- Assembling and delivering office furniture and maintaining storage areas for surplus.
- Assisting tradesperson or contractor in locating equipment and/or setting it up.
- May assist with office moves, hanging pictures, etc.
- Assist setting up for performances on the North and/or South Plaza,
- Job shadowing and assisting with heating, ventilation, air conditioning/refrigeration (HVAC/R) systems.
- Job shadowing in and/or troubleshooting the building automation system and make recommendations for maintenance and repair to building control systems.

**Skills Needed:** Like working hands on, has an interest in the Trades and can work independently with instructions.

# Education and Training

**Job Title:** Program Intern

**Job Description:** The Student Program Interns are responsible for assisting with daily program initiatives, Lunch Program, All School Meeting, and will serve on a committee (ASM, Celebration, and/or Culture of Intelligence Committee). Program interns will demonstrate leadership through teaching an elective course, co-designing events and courses, and leading student activities. This position reports to the Site Director.

This is a fun, entry-level position designed for those interested in working with youth in an educational setting.

**Skills Needed:** Has an interest in teaching and curriculum design, a creative thinker and youth worker at heart.

**Job Title:** Camp Assistant

**Job Description:** Learning how to play and teach tennis to youth who might not otherwise have the interest in or opportunity to play.

We have a classroom component that involves reading, math, and learning about Arthur Ashe and other important tennis players who have had social justice impacts on and off the court.

Get 3rd to 8th grade students in various academically focused summer programs moving and excited about learning a new sport in tennis.

Help with lesson planning and behavioral management.

Have fun with kids!

**Skills Needed:** Comfortable working with kids, teaching and leading tennis activities.



# Education and Training

**Job Title:** Youth Intern-Camp

**Job Description:** Summer duties include,

- Plan and lead age-appropriate, engaging activities adapted from our organization's curriculum
- Create a safe environment for open and honest discussion while fostering a positive group dynamic
- Support youth in building new skills, developing goals, and reaching their full potential
- Work alongside a Program Leader
- Prepare and implement a behavior management plan and ensure all staff is consistent with follow-through of plan to partner with youth for self-regulation, autonomy and decision-making skill development
- Complete administrative responsibilities: track and report daily attendance; track and submit youth registrations; complete, submit and follow meeting plans; submit all paperwork on time
- Develop and participate in field trips and special events supporting environmental awareness, health, community connections & fun
- Work at a site independently
- Perform family and community outreach, initiate communication with parents and caregivers directly and through phone calls

**Skills Needed:** Able to problem solve independently, work as a team, positive attitude, organizational skills

**Job Title:** Operations Support Intern

**Job Description:**

- Work closely with our supervisors to develop promotional materials that will help us recruit more volunteer tutors throughout the Twin Cities.
- Work with designer to create and print online promotional literature, presentations and other materials based on the recommendations of our volunteer researcher who is studying the best ways to attract and engage volunteers.
- Match our current volunteer job descriptions more closely with our Google AdWords campaigns. You will copy and paste keywords from our online job listings into Google AdWords to increase the number of clicks to our website and volunteer sign-up forms. Use Volunteers from Salesforce app in support of our Outreach Coordinator to analyze leads sent to us through online web forms, so we can improve our strategies for recruiting tutors.
- Build your own ACT practice tests and supporting materials, to be used by hundreds of our organization's students. Add links to explanations, resources and additional practice problems.
- "Give to the Max Day" Campaign Developer. Design flyers for fundraising campaigns. Turn your flyers into online fundraising tools like a donations page.

**Skills Needed:** Computer skills, strong written communication, ability to work independently, communicate effectively with colleagues and volunteers

# Education and Training

**Job Title:** Organizing Intern

**Job Description:** The Organizing Intern will report to the Managing Director of Policy. With the support of our Managing Director of Policy and our Advocacy Fellow, the intern will:

- Gather input from peers via 1:1 meetings, surveys, and possibly focus groups about students' experiences and observations about school discipline.
- Help research school trends in school discipline disparities.
- Help identify schools who have accomplished a decrease in discipline disparities.
- Help create an action toolkit for teachers and students to use in their schools to address discipline disparities.
- Help identify high school clubs and programs for our staff to contact about contributing to ongoing work about discipline disparity.
- Write content for a policy paper on the topic of ending racial disparities in school discipline.

**Skills Needed:** Willingness to reach out to peers to gather information, strong written communication, grit, internet research

**Job Title:** Summer Youth Staff

**Job Description:** Our organization makes learning about science and engineering interesting, engaging and fun. Our unique exhibits and programs create memorable learning experiences for all children. Our mission is to inspire the next generation of innovators, engineers and creative problem solvers.

**Position Summary:** Our department is seeking youth staff to assist in summer educational programs which take place at the museum, including summer day camps and group visits for ages 5 to 12. This can be a fast paced position centered on keeping kids engaged with engineering activities.

Responsibilities include,

- Assist the museum's educators as they lead campers through fun, hands-on engineering camps—this includes helping pass out materials, engaging campers and answering questions, assisting with sick children, etc.
- Supervise campers during break times and engage them in playing games.
- Coordinate checking campers in and out of camp.
- Greet groups visiting the museum, orient them to exhibits and answer questions.
- Assist families in Design Lab and keep materials tidy and orderly.

**Skills Needed:** Detail oriented, interact positively with kids , create welcoming environment to all, self motivated

# Education and Training

**Job Title:** Summer Camp Assistant

**Job Description:** Primary job duties will be as a Children's Summer Camp Program assistant. These duties will include program planning for arts and crafts, indoor and outdoor gym and field games, group activity supervision/participation, and computer lab leadership.

Additional/Alternate duties may include outdoor supervision and stat counts, sports and field set up/take down, facility room set up/take down, light desk duty (including phone and in person customer assistance) and light cleaning of rooms and kitchen before and after programs and rentals. Ability to lift 30 pounds.

**Skills Needed:** On time, creativity, ability to work with children and follow direction of Program Lead

**Job Title:** Junior Academic Coach

**Job Description:** The Junior Academic Coach will serve as the aide for one of our classroom of 10-15 students in a tutoring/mentoring program for urban youth in grades four through eight. The intern will be paired with an Academic Coach in charge of helping to provide a structured, safe and quality summer program. Our summer program provides opportunities for students to continue to make academic progress, receive quality instruction and attend field trips with professional sports teams and recreational activities. Additionally, the intern will serve as a positive role model for students, making sure to build a safe and engaging environment in the classroom. The Junior Academic Coach will also develop a working relationship with several Volunteer Classroom Leaders "volunteers" who will help to support facilitation of activities and classroom management, as well as various daily administrative duties. Training will take place in June.

**Skills Needed:** The ability to multi-task effectively, displays good communication skills, and can work well with a team

# Education and Training

**Job Title:** Arts Education Intern

**Job Description:** Interns work in our preschool, after-school and summer programs, and have a combination of responsibilities in and outside of the classroom. This includes helping to create curriculum for art and education sessions, hands-on work with students providing art-infused tutoring, and assistance with art instruction. These individuals work closely with all of our staff and teaching artists.

**Skills Needed:** Strong communication skills, interest in education and the arts

**Job Title:** Junior Servant Leader Intern

**Job Description:** This position provides support to K-8th grade students enrolled in our summer literacy program that teaches a love of reading through culturally relevant books. You will work in different classrooms to support students with reading and completing projects. The position also supports afternoon enrichment activities (math, art, games, and more!) and assists as a chaperone on Friday field trips. You will need patience and understanding to help motivate them to do their best and will act as a role model by demonstrating respectful, positive behavior at all times. Come with lots of energy - we are always having fun!

**Skills Needed:** Teamwork, detailed communication, patience, high energy level, ability to learn to use a printer

# Financial Services

**Job Title:** Accounting intern

**Job Description:** As an Accounting Intern, you will be asked to assist with filing various paper accounting journal entries, invoices, and purchase orders. Sorting paper slips from the company's food lounge in alphabetical order and add balances of slips on a weekly basis as part of preparation of accounting journal entry. Assist accounts payable department in review of invoices that have been paid by matching them to the monthly statements we receive. Assist the accounts payable department in reviewing our employees' purchasing card (credit card) statements to make sure they are appropriately using their cards. Assist in various accounting projects and search for ways we can improve the way we do things in our area, such as turning a process that involves paper to something that is electronically processed, or automated.

**Skills Needed:** Detail oriented, critical thinking, good with numbers or interested in math/accounting.



**Job Title:** Summer Intern Teller

**Job Description:** Bank tellers hold the frontline job in a bank as they are the employees that customers generally see and interact with first. It is a key banking position and experienced bank cashiers or tellers are in high demand. Tellers accurately and efficiently process and record routine transactions for bank customers including cashing checks, accepting deposits and withdrawals, processing loan payments and money transfers. Tellers also promote and advise on the bank's products and services.

**Skills Needed:** Customer service interactions, balancing standards, teamwork, dependability, punctual

# Financial Services

**Job Title:** Invoice Administrator

**Job Description:**

- Retrieving, opening, scanning (if necessary) incoming mail
- Weekly check of Finance Departments Large Circuit spreadsheet
- Check SLA's for manual invoices sent to our vendor
- Refund checks: identification of account number, bank/cost center, vendor number
- Vendor Missing Invoice report (researching invoices over 60 days old – are they closed, issues with portals?)
- General updates in RM (Descriptions, etc.) AP Audits: Any fall out, invoices named correctly, audit trail.
- Daily audit of Pending (debit, credit and zero dollar invoices) per Admin
- Assist to get smaller accounts invoices/ accounts under control (minimum usage/ disputes)
- Assist with testing new system by providing screenshots, documentation, etc.
- Work with various departments to verify telecom information (comparisons between 2 or more systems)

**Skills Needed:** Attention to detail, great grammar/proofreading, focus without distraction.

**Job Title:** Strategic Sourcing Intern

**Job Description:** The intern role in Strategic Sourcing will have a combination of day to day responsibilities as well as a project which they will lead or have a significant role in delivering during their internship. Additionally, they will have the opportunity to shadow an executive(s) within the bank, attend contract negotiations, and participate in cross-functional teams and projects in preparation for an enterprise technology implementation.

Specific Responsibilities of the position:

- Daily processing of requisitions, purchase orders and invoices.
- Work with Strategic Sourcing Leader and finance to create a methodology and tool to calculate, track and report savings generated by the Strategic Sourcing organization or a similar type project which fits with the intern's skill set.
- Work with Strategic Sourcing team to create a deal pipeline tool to calculate, track and report deal status of deals negotiated by the Strategic Sourcing organization or a similar type project which fits with the intern's skill set.
- Other duties as assigned.

**Skills Needed:** Willingness to learn, curious, team player, Microsoft Office experience, and experience with large scale systems redesign or implementation initiatives

# Financial Services

**Job Title:** Mortgage Loan Processor

**Job Description:** We would provide the candidate with specific training surrounding the end to end process of a home equity loan or line of credit. Everything that goes into the review and approval of the consumer's credit profile to the collection of documentation in order to lend funds to the customer.

The candidate would mostly be involved in the stage of the process where we verbally verify the customer's employment with their employer. A list of loans would be given on a daily basis to call out to the employer to ask if the customer currently works at the location listed on the application. After that step, getting the customer's insurance information updated correctly is the next step. If both steps are verified, then the candidate would submit the file for final approval.

The position requires basic computer skills and we will teach you the systems we use. Organization, multi-tasking and being goal-oriented is necessary along with strong customer service skills. A great opportunity to learn about the lending process, which is beneficial for many future careers and even for personal financial responsibility.

**Skills Needed:** Customer service oriented, good phone skills, good organization skills, motivated to meet goals

**Job Title:** Commercial Banking Assistant

**Job Description:**

Learn how a credit union goes about determining who we make loans to and how.

- Learn how a credit union goes about determining who we make loans to and how.
- Learn how we structure our loans.
- Learn about real estate, mortgages, reviewing title work, loan documents.
- Help with organizing loan committee agendas, meeting minutes and sit in on loan committee discussions.
- Learn many fun bank regulations, like Reg-B, i.e. fair lending, and Reg W, i.e., transactions with affiliates, and Reg O, i.e., loans to officers.
- Experience what it is like to have a bank regulatory agency audit a bank.
- Learn about the Patriot Act and BSA (Bank Secrecy Act) by helping us verify account owners and run background checks on them.
- Help us onboard new business clients using check scanners to process their deposits electronically.
- Shadow a bank teller to learn about their job duties.

**Skills Needed:** Fun, outgoing, attention to detail, strong desire to learn, interest in the banking industry.

# Government and Public Administration

**Job Title:** Youth Services Assistant

**Job Description:** The Youth Services Assistant will assist Youth Services staff in summer youth programming as well as in general operation of the Teen Center. This includes acting as peer mentor to teens, reviewing and planning programs & projects, program set-up and take-down, and acting as ambassador for youth programming to staff and the public. The position may include library collection tasks such as shelving.

A successful Youth Services Assistant will be comfortable interacting with people of many ages and backgrounds, especially other teens, and will need to have a strong independent work ethic. A mature teen is more likely to succeed in this position. We expect a great deal of communication between program staff members as well as with the library staff as a whole.

Our organization is a comfortable place; we dress casually and direct informal activities as well as scheduled programs.

**Skills Needed:** Social ease, able to work independently, good communicator, enthusiastic.

**Job Title:** Communications STEP-UP Intern

**Job Description:** The STEP-UP Intern will have the following responsibilities:

Communications and public affairs:

Approximately 9 hours per week

- Assist the Public Affairs Manager and Advocacy Manager to research data to create infographics, policy papers, reports and one pagers
- Update and organize media relations databases
- Conduct audit of reporters and editors in Minnesota reporting on education
- Work with Public Affairs Manager on engaging regional media in Minnesota (e.g., on the landscape of education in preparation for the campaign trail or Road to Success related themes from session)
- Work with Public Affairs Manager to promote legislative scorecards among legislators in key legislative districts
- Write one op-ed (focus on student voice, possibly for Minnesota Daily)
- Write blog posts (approximately two per month—can be short and self-reflective)
- Create and execute social media campaigns for State of Education and Legislative scorecard

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# Government and Public Administration

Government relations and policy

Approximately 9 hours per week

- Thank and recognize policy makers for their support
- Prepare for and follow up after legislative and coalition meetings
- Accompany staff on legislative and coalition meetings
- Help Advocacy Manager with a summer mailing for key/target legislative districts
- Help Advocacy Manager with legislative scorecard including, information gathering and research, data input, fact-checking, and writing and developing summaries
- Conduct legislative research for potential bills and advocacy campaigns
- Work with Advocacy Manager to help craft two or three one pagers
- Write and distribute monthly Research Roundups
- Work with Advocacy Manager to engage MinnCAN legislators in a non-policy opportunity

Office Management

Approximately 2 hours per week

- Prepare materials for and take notes at meetings, such as the Community Advisory

**Skills Needed:** Passion for public policy and issue-based advocacy, high quality writing skills, work independently

**Job Title:** Step Up Intern

**Job Description:** Step Up interns will have an opportunity to gain exposure to our many departments by shadowing staff, and participating in meetings and assisting with projects. The interns will also perform "station ambassador" duties for large public events. Station Ambassadors help clear the station quickly and safely by providing directions, helping customers purchase fares, managing lines and performing other tasks. Lastly, the interns will work together as a group on a summer long project. The group project duties will include data collection, analysis and findings. The group project will culminate in a group presentation of the project.

**Skills Needed:** Passion for learning, ability to work as part of a team, oral and written communication skills

# Government and Public Administration

**Job Title:** General Worker - Human Services

**Job Description:** This position will work with staff who manage various projects within the human services area. This person will be able to learn about project management, large group facilitation, and experience working at our organization. Job duties for this position will include, but are not limited to data entry, phone calling, note taking, attending meetings, and visiting agencies within the county to obtain information for a database. This person must be able to multi-task, communicate effectively, be outgoing, and willing to learn. This position may require some travel to agencies in the community, so he/she should have knowledge of the public transit system.

**Skills Needed:** Must have computer skills; Microsoft Office: Word and Excel

**Job Title:** Communications Intern

## **Job Description:**

- Interview employees and write stories for the weekly internal electronic employee newsletter.
- Layout the electronic newsletter using a template.
- Write, edit content for emails, posters, websites, etc. about various topics on behalf of the Connections Diversity & Inclusion team, Culture/Communications team and other groups.
- Promote Diversity and Inclusion events, and assist with event logistics.
- Filing, copying, scanning, and other office tasks.

**Skills Needed:** Ability to write using basic grammar principles; ability to effectively interact face-to-face with others

# Government and Public Administration

**Job Title:** City Clerk Support Intern

**Job Description:** City Clerk Support Interns will focus on a variety of projects that fall under the responsibility of the City Clerk's Office in Minneapolis. The Clerk's Office has three main areas of focus; Elections Administration, Records & Information Management, and Legislative Operations. Interns will likely have a chance to work in all of these areas throughout their time with the Clerk's Office. Typical projects and assignments may include working in the City's historic archives to inventory and digitize photos, maps, drawings and materials documenting the City's history, working with the elections department on voter outreach and engagement projects, or working with the City Council Committee Coordinators on projects related to the management and documentation of the official proceedings of the Minneapolis City Council. Specific projects will be determined based on changing needs and capacity during the internship period.

**Skills Needed:** Attention to detail; Willingness to try new things; Good research skills; Interest in government

**Job Title:** Public Health General Office Intern

**Job Description:**

- Intern will take an active approach to contact participating organizations that need to update their Data Use Agreements for a metro-area immunization registry; this may include emailing and/or calling the organization for updated contact information and sending out the Data Use Agreements.
- Intern will update a Provider Spreadsheet with appropriate information to ensure the database is accurate and up to date. Intern will be assisting our registry to expand their provider outreach and interactive map that is currently in development by doing this.
- Intern will assist registry on New User Set Up and Password Resets in a timely manner and email the contact back with login information including appropriate attachments. Focusing on client services will result in relationship building between the registry and participating organization.
- Intern will contact a variety of clinics and hospitals to get updated contacts resulting in improving the accuracy of shots entered into the MIIC Database.
- When setting up a new location, STEP-UP Intern will mail MIIC certificate and frame to the new locations during set up.
- Intern will have the opportunity to attend a variety of project and team meetings, and participate in trainings out in the field at clinical, school and/or daycare sites.

**Skills Needed:** Customer service; proactive; team player; accurately meets work goals; asks questions when needed

# Government and Public Administration

**Job Title:** Juvenile Outreach Intern

**Job Description:** The intern will spend time assisting and shadowing the Juvenile Outreach Coordinator in outreach efforts throughout the region on behalf of the Metro Transit Police Department. Additionally, interns will plan and execute a group project that connects Metro Transit with the local high school community. Finally, interns will also have an opportunity to actively learn about the variety of career opportunities at Metro Transit through rotating job shadow experiences.

**Skills Needed:** An interest in law enforcement and/or communications/outreach efforts. Motivation to learn new task

# Health Services

**Job Title:** Senior Living Generalist

**Job Description:** As a Senior Living Generalist, interns will be doing a variety of duties including but not limited to:

- Escorting senior residents to events
- Meal serving
- Assisting at Garden Club
- Assisting art classes
- Bingo companion/caller
- Assisting on outings
- Assisting with charting residents' activities
- Adult Day Center assistant
- Administrative duties
- Assisting/coordinating special events

**Skills needed:** Friendly, Caring, Self-Directed, Flexible, Dependable, Reliable, Assertive

**Job Title:** Critical Care Intern

**Job Description:**

- Provides effective customer service by interacting with other health care team members, patients, and public to foster cooperation and accurate exchange of communication in a friendly, cooperative and timely manner at all times
- Completes other required duties as delegated in a timely and thorough manner
- Demonstrates organizational skills
- Maintains safe, clean and efficient patient care areas
- Consistently demonstrates behaviors that fit with the organization's mission, vision and values of dignity, integrity, service and compassion. Recognizes appropriate values and behaviors in self and others
- Demonstrates respect for others and conducts self in calm, purposeful and professional manner
- Complies with all organization and departmental policies and procedures
- Demonstrates and has knowledge of principles of growth and development skills necessary to successfully accomplish job requirements, including age specific competencies where appropriate
- Respects the confidentiality of all information by sharing information only with those who need to know

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# Health Services

- Understands and follows safety procedures specifically related to job duties. Demonstrates functional knowledge of emergency plans and utilizes proper infection control techniques
- Is punctual and complies with department standards regarding attendance
- Uses time effectively and actively participates in productivity of department
- Identifies and meets needs of customers
- Continuously works to improve skills and interpersonal relationships

**Skills needed:** Good communication, takes initiative, flexible, hard working

**Job Title:** Laboratory Associate

**Job Description:** The hospital has a full range of pediatric specialty services, critical care, and clinics to serve premature infants through older teens. While the hospital serves thousands of the region's sick children each year, the organization also strives to keep children well and to prevent illness and injury.

This laboratory associate position is a clerical position. The primary responsibilities are:

- Review laboratory reports
- Scan laboratory reports into an electronic folder
- Organize scanned laboratory reports
- Ensure accurate documentation and scanning of the patient results/records
- File laboratory reports
- Other clerical duties as assigned

**Skills needed:** Excellent communication, focused, organized, extremely accurate and detail oriented

# Health Services

**Job Title:** Patient Intern

**Job Description:** You will be working alongside our nursing assistants and surgery support staff assisting with daily routines:

Pre-op:

- Room turn over: wiping down cords, surfaces, placing new patient carts in rooms
- Stocking rooms
- Stocking carts with room supplies from sterile supply room
- Transporting O2 tanks

Post-op:

- Room turnovers: wiping down cords, surfaces, making up carts
- Getting patient snacks, bringing families back to postop rooms
- Helping stock carts, patient rooms and patient refrigerator

Surgery Support:

- Help make patient packets, Hilton recovery packets
- Inventory patient education handouts and notify supervisor what needs to be ordered
- Support for patient instruction initiative: put together patient education folders

**Skills needed:** Ability to work with a team and take direction, positive can do attitude, customer service

**Job Title:** Clinic Support Worker

**Job Description:** The participant will be oriented to all clinical operations (and have opportunities to shadow): lab, medical assistant, nursing, provider; and administration/operations; billing, front desk, quality improvement; outreach/patient support services.

They will work primarily at Fremont location (North Mpls) but may float to 2 other clinic locations in Northeast Minneapolis to shadow and/or assist with projects if they have transportation.

This individual may work some flexible hours if available to assist with outreach opportunities (could be an evening or weekend.) Participant will assist with front desk, medical records, patient and administrative support, quality assurance, business office duties and miscellaneous other projects depending on interest and skills. Duties include chart retrieval, prep and filing; contacting patients by phone for reminders and follow-up; patient-related data entry; assisting with outreach at health fairs and events; working on summer health fair/festival and/or other events; supporting business/administration with clerical needs (e.g., copying, scanning, filing, mailings, packets), and; helping to create educational materials or flyers, if qualified.

**Skills needed:** Organized, interested in health services, and has a desire to learn

# Health Services

**Job Title:** Hospital Service Technician

**Job Description:** We are looking for a Hospital Service Technician for our asset management program at a key customer hospital site. This important role is responsible for equipment tasks in the hospital, including:

- Delivering equipment, accessories and disposables to patient rooms,
- Delivering equipment to standby locations,
- Picking up soiled equipment,
- Cleaning and processing equipment,
- Conducting equipment tracking rounds throughout the patient rooms, and
- Recording each activity by scanning equipment as it is completed.

**Skills needed:** Customer service, professionalism, high energy

**Job Title:** Unit Nurse Intern

**Job Description:** In this internship, you will assist with the coordination of communications and procedures for the nursing unit, processing admissions, discharging and transferring forms, transcribing orders, assembling patient charts and ordering tests and other necessities. Will also work under the direction of a nurse/with a NST to assist in delivery of patient care including personal hygiene and daily activities, transporting patients and equipment, setting up and maintaining patient rooms, reordering and stocking supplies.

**Skills needed:** Basic math skills, customer service communication skills, and desire to care for others

# Health Services

**Job Title:** PPB Rare Tumor Registry Assistant

**Job Description:** Pleuropulmonary blastoma (PPB) is a rare lung cancer that very young children get. PPB is usually diagnosed by 6 years of age and sadly not all who are diagnosed with PPB will survive. Our organization began the International PPB Registry in 1988 to learn more about the diagnosis and treatment of PPB, and the genetic link it has to other conditions. The Registry now has more than 450 children enrolled, some of whom are now adults with children of their own. Doctors from around the world send x-ray (radiology) images (most often chest scans on digital cds) on their PPB patients to the Registry to have the exams reviewed by Registry cancer doctors and radiologists. The Registry then contacts the child's cancer doctor and gives the Registry's opinion on what the scans show and what they would recommend for follow up.

Over the years the Registry has collected several hundreds of these cds which are stored in file boxes.

A STEP-UP intern would be a great help to the Registry by putting into an Excel spreadsheet exactly what imaging we have for the patients. Registry staff will sit with the intern and show him/her where to load the cd in the computer and find the exam indexes. The intern will then enter the patient into the database and list the dates and types of exams done. We will also ask for a list of each exam to go inside each cd case because the Registry may have six or more cds for one patient. Registry staff will also be nearby to answer any questions and assist if the intern has problems with one of the cds.

**Skills needed:** Excel spreadsheet of data; record of contents, asking questions

**Job Title:** Acute Rehab Center Internship

## **Job Description:**

- Greeting patients at the front desk, answering phones for two hours of the shift. Applicant should be comfortable greeting visitors and patients in a busy setting
- Support in the therapy gyms during physical and occupational therapy visits (always under the specific direction of a PT or OT who is leading the session)
- Cleaning/organizing the therapy gym following patient use of equipment
- Miscellaneous clerical duties as assigned (filing, copying, assembling handouts, etc.)
- Potentially surveying patients using an iPad survey, regarding satisfaction about their hospital stay

**Skills needed:** Comfortable with responding to questions at a front desk area, friendly and approachable

# Human Services

**Job Title:** Youth Apprentice

**Job Description:** We work to ensure that all youth apprentices who come through our program gain the competence, confidence and community they need to be successful learners, strong leaders and engaged citizens in Twin Cities bike advocacy. Once accepted, you'll gain extensive skills in bike mechanics and learn how to support a nonprofit community bike shop. You will develop leadership skills like teaching, communication, and decision making while helping lead bike mechanic classes, do community outreach, and support shop programs. You will be empowered to develop as leaders promoting youth-led social change and sustainable transportation in your communities.

**Skills Needed:** Commitment to learning



**Job Title:** Summer Youth Worker

**Job Description:** As an intern you will:

- Coordinate youth programs
- Help staff prepare for youth program activities
- Work with K-8 students in summer art and photography programs
- Help connect with potential community partners
- Collect and maintain database of photos throughout the project
- Keep track of and maintain program equipment

Community Engagement and Outreach

- Develop ideas for community outreach
- Research and connect with potential community partners
- Use social media for community engagement
- Write e-newsletter articles

Office Tasks

- Collect and enter participant data
- Assist with designing programming
- Prepare program assessment and evaluation tools

**Skills Needed:** Eager to work, pays attention to details, friendly, organized

# Human Services

**Job Title:** Human Services Intern

**Job Description:** The Human Services Intern will assist with the day-to-day activities with our center. Duties can include assisting with customers at our front desk over the phone and in person, and assisting job seekers with using computers to register, apply for services, search for work and utilize email. Additionally, the intern will assist with a large job fair and education events. As needed, the intern can also assist with behind the scenes work, such as office duties involving filing, document creation, desktop publishing, data entry and other miscellaneous duties. This is an excellent opportunity for participants considering a career in human services.

**Skills Needed:** Customer service, organization, multitasking, quick to learn

**Job Title:** Volunteer Services Office Assistant

**Job Description:** Assist with on-boarding new volunteers:

- Assemble information packets and volunteer files
- Prepare information packets and training documents
- Call volunteer applicants to provide information and schedule interviews
- Prepare materials for new volunteer orientation
- Escort new volunteers to hospital orientation room
- Take new volunteer photos and prepare id badge documents
- Respond to inquiries about becoming a hospital volunteer
- Assist with other office duties as assigned

**Skills Needed:** Organization, time management, attention to detail, positive interpersonal interaction

# Human Services

**Job Title:** Program Intern

**Job Description:**

- Assisting with morning pack-out of meals to be delivered to our clients, this includes working with volunteers and staff to make sure meals are packed correctly for each client. This part of the day requires lots of lifting and standing.
- Greeting delivery volunteers and assisting them with loading food into their vehicles
- Assisting with volunteer and client hospitality, this includes greeting volunteers by name, making coffee, keeping utensils and condiments stocked in the volunteer area, wiping down counters, getting meals for client pick-up, etc.
- "Front of house" cleaning including sanitizing meal delivery cooler bags, sweeping, mopping, vacuuming, general tidying and litter pick-up around building.
- Other projects according to STEP-UP intern interest or our organization's need.

**Skills Needed:** Positive, respectful attitude and outgoing demeanor, strong communication skills and outstanding human relations skills to ensure success working with a diverse base of volunteers and clients. Ability to be part of a team and to maintain effective communication with other staff members, must be able to lift 35 pounds and be able to stand for long periods of time

**Job Title:** Therapeutic Recreations Intern

**Job Description:** As a Therapeutic Recreations Intern, you will meet with residents to talk one on one. As the internship advances throughout the summer, you will have the opportunity to lead groups such as bingo, dice games, doing manicures, and reading to residents. There will also be days where you will be asked to assist residents during their outing to places such as Target Field and Lake Calhoun for picnics, etc. Finally, you will be exposed to some administrative work, which includes taking attendance, interviewing residents and documenting answers, making posters on the computer, checking email etc.

**Skills Needed:** Customer service, interpersonal skills, leadership, self guidance

# Human Services

**Job Title:** Youth Entrepreneur

**Job Description:** Youth interns will have the opportunity to co-create a vibrant community and serve in leadership roles. Core values that drive this internship are empowering healthy community, increasing racial, economic, and gender equity, and teaching Northside youth business and leadership skills.

The Youth Entrepreneur will assist in sustaining and increasing sales at our organization. We will do this by:

- Creating interest and community links (online and face-to-face) between our company's supporters and participants
- Promoting development by connecting local organizations through a shared interest in, and work within communities of lower income and peoples of color
- Researching and promoting articles, resources, and events within the Harrison Community, as well as the Minneapolis metropolitan area and sharing them among our social media sites
- Working within an open and creative learning environment where interns and staff collaborate and co-learn
- Sustaining sales at the coffee bar through management

**Skills Needed:** Experience in community outreach/building preferred

**Job Title:** Billing and Enrollment Intern

**Job Description:** Exciting opportunity for someone looking to get in on the ground level of health plan operations. As the health plan members enroll in a product, this position has the opportunity to influence a members initial perception of our company; Therefore, data entry accuracy and ongoing maintenance of the enrollment and billing functions are a big part of this internship.

Required/Desired Skills

- Willingness to learn and understand the end to end process. Willing to ask questions and recommend process improvement.
- Flexibility to perform a variety of tasks based on business need. Such as: sorting return mail, data entry of member information and data entry of cash and payments.
- Numbers acumen – willingness to work with numbers, account receivables and spreadsheets (Excel).
- Self starter – willingness to take on new and different responsibilities within operations.
- Computer Skills - Familiarity with Microsoft Word and Excel – beginner to intermediate skill level
- Communication – strong written and verbal communication
- Team Player – willingness to work as an individual contributor and team player

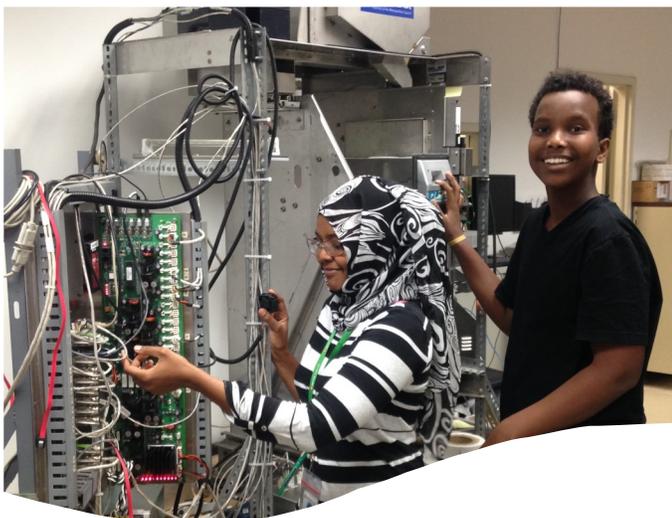
**Skills Needed:** Self starter, flexible, computer skills, communication skills

# Information Technology

**Job Title:** IT Assistant

**Job Description:** The work assignments will involve assisting with the implementation of Project Server within the Real Property Group. This will involve learning about the basics of project management, doing some data entry, report generation, working with spreadsheets, building estimating models and planning templates, doing some writing, creating documentation in Word, developing some process models in Visio, and assisting in the development of procedures. The intern may also be asked to assist with other projects doing similar tasks.

**Skills Needed:** Self-motivated, works well independently, ability to focus on a project and project work, follows directions and isn't afraid to ask for help



**Job Title:** Software Tester

**Job Description:** This job involves reviewing requirements documents to understand how a software application or function within a software application is supposed to work. This may require interaction with the Business Analyst, who wrote the requirements, to get clarification or a better understanding of what the expected results should be. You will then create scripts that describe in detail the steps that you will follow to test the software application. Each step describes what you need to do as well as what the expected result should be.

When executing the steps of the test script, if the outcome of the step isn't the same as the result that was expected, you will write up issues. These issues will describe to the developer the exact steps that were taken to cause the unexpected result. The issues are then turned back over to the developer on the project so he or she can fix them. Once the developer has fixed the issue, you will retest following the same steps to verify the issue has been resolved.

After all issues are corrected, release notes are written describing what new software or functionality is being released to the client. Training materials will also need to be created or updated based on the software or functionality being released.

**Skills Needed:** Attention to detail, following thought process from beginning to end, writing skills

# Information Technology

**Job Title:** Technical Writing / Video Editing / Requirement Analysis

**Job Description:** As an intern you will assist in all facets of video production and post production. Assists the technical experts with pre-production aspects of video planning including story-boarding, graphic creation, and supporting presentations. Responsibilities may include filming original video content. Post-production activities will include video and audio editing. Experience with Camtasia Studio or other editing software is a plus.

This position will assist in writing, editing and maintaining routine technical documentation, including user manuals, technical specifications, and other technical documentation. The candidate will also assist in presenting technical and engineering information including drawings, design and test specifications, and interviews with experts on the technical team. May assist in maintaining and/or developing on-line help screens for company products.

Assists in documenting product requirements and recording them in the requirements management tool. Ensures requirements traceability by mapping requirements to test cases. Works with the test team to identify areas requiring additional tests.

Candidate should have some experience with Microsoft Word and Excel and be interested in a career in technical writing or videography.

**Skills Needed:** Teamwork, Communication, Dependability, Reliability

**Job Title:** IT Summer Intern

## **Job Description:**

- Data Entry
- ERP Document Control System Uploads
- General Computer Repair
- Printer Repair/Replacement
- Hardware Audit
- Software Licensing Audit
- Anti-Virus deployment

**Skills Needed:** Communication, Literal, Follow Instructions

# Information Technology

**Job Title:** IT Service Desk Intern

**Job Description:** Assist the IT Service Desk and Deskside Support teams to provide customer service and technical support related to computer systems, hardware, or software. Perform computer maintenance, repairs, and system testing; assist with inventory management and updating information in the IT work order system. Assist department teams with special projects and other work such as technical documentation and office administration tasks, data entry, answering phones, copying/scanning, records management, scheduling and preparing for meetings or training sessions. May also assist IT staff with community technology events.

**Skills Needed:** Strong interpersonal and customer service skills; interested in and able to learn software/tech.

**Job Title:** Software Test Engineer Intern

**Job Description:** Our company is about transparency, collaboration, and people. We take your dedication to your business very seriously and realize your vision with smart, digital solutions. We love our clients, we love each other, and we love what we do.

Being a Software Test Engineer Intern, you will be part of the team that test the applications we create. Whether it's a website, a web application, or a mobile application, your duties are to test to make sure the application does not have any major defects in it. Your main objective is to find defects, enter the defects in our database, and report them to our team. Along with testing, you will also report progress to the test lead, project managers, and developers.

You are:

- A good communicator (you talk and write real well)
- A quick learner
- Self-motivated
- Looking for challenging work
- Extremely detail-oriented
- Nice

**Skills Needed:** Computers, Communication, Basic Internet Knowledge, Attention to Detail

# Information Technology

**Job Title:** Business Analyst Intern

**Job Description:** Interested candidates will gain valuable educational experience in a professional setting assisting the Enterprise Transformation Office with ongoing work efforts governing a large software implementation program. The selected interns will assist with data organization, structuring web files, basic analysis, and process flow creation.

Job Duties/Tasks:

- Data Organization - Conducting audits of existing project management tools to ensure that all required guidelines have been met by project teams.
- Web File Structure - Updating and organizing existing web files to conform to set guidelines. Interns will improve their organizational capabilities and gain experience using the MS SharePoint online collaboration tool.
- Basic Analysis - Conducting ad-hoc financial and operational business analysis requests. Interns will gain experience working in the role of an analyst. Candidates will improve their abilities to read into and "tell the story" of data by utilizing the MS-Excel platform
- Process Flow Creation - Developing standard flow diagrams to outline ongoing business practices and processes. Gain experience using MS Visio.

**Skills Needed:** Punctuality and willingness to learn, work independently and prioritize tasks, well organized

**Job Title:** Digital Intern

**Job Description:** As part of the organization's Internship Team, you would be responsible for:

- Working well with a group to accomplish various tasks at a high level
- Developing storyboards to outline a vision
- Communicate in a professional manner through presentations, emails, and face to face interactions
- Meeting deadlines and producing high-quality of work
- Coming each day with creativity, positive energy, and a drive to produce high-quality work
- Designing a business plan of a product or service of your choosing
- Presenting a business plan pitch to business professionals
- Completing technical training in the areas of: HTML coding, Photoshop, photography, WordPress, InDesign, and Weebly
- Attending events as directed

**Skills Needed:** Developing soft skills, knowledge of Adobe software, digital marketing, and business development

# Information Technology

**Job Title:** RTMC Intern

**Job Description:** As a Regional Transportation Management Center (RTMC) intern, you will assist with scanning in existing contraction plans (as-built) in to digital records, enter field components into the asset management systems, assist in the preparation of construction plans for the freeway management system, and observe freeway operations in the control room. Key qualities to be successful in this role: Knowledge of CADD, ability to work independently and as a team member, good verbal and written communication.

**Skills needed:** Attention to detail; Ability to work independently and as a team member, good verbal and written communication

**Other software skills needed:**  
Knowledge of CADD

**Job Title:** IT Developer I

**Job Description:** During the summer, our intern will be working on creating internal web interfaces from the company's old request systems to our new system. Some of the tasks during the summer internship will include.

- Achieving an understanding of basic level GUI interface development.
- Creating interfaces that mirror the old forms in the new system.
- Collaborating with the others within the company to make sure the same look, feel, and information is captured in the new forms.
- Collaborating with a global team for help and support when needed.
- Potentially completing a fully functioning form from beginning stages through placing the form in our current environment.
- Hosting meetings with others in the company.
- Attending weekly team meetings.
- Attending bi-weekly one-on-one meetings.

This role has the ability to become very technical but easy to learn if you have an interest in development and computers.

**Skills needed:** Decision Making, Communication, Team Work

# Information Technology

**Job Title:** IT - Disaster Recovery Intern

**Job Description:** As an IT - Disaster Recovery Intern, you will participate in the planning, execution and closure for an annual Disaster Recovery (DR).

The primary purpose of a Disaster Recovery Exercise is to restore computer servers and databases to make sure our plans are correct and up to date for each application that is part of the exercise.

Daily tasks and projects may include but are not limited to:

- Assist in updating the participant list for the Exercise (managed by our internal DR Analysts).
- Review and proofread the Exercise Plan with our internal DR Analysts.
- Review and update the Exercise Timeline for mainframe and Open Systems with our internal DR Analysts.
- Update the staffing plan for the DR Exercise for July 18-22.
- Participate in the DR Exercise to learn the processes required to resolve issues that arise during the exercise.
- Weekly status updates on project tasks assigned to intern.
- Assistance in all tasks will be mentored by an existing DR Analyst.

**Skills needed:** Microsoft Office proficiency including MS Outlook/Exchange for email management

# Law, Public Safety & Security

**Job Title:** Public Defender's Office General Intern

**Job Description:** Duties will consist of assisting the Public Defender's IT group. Work may consist of loading discovery into our case management tool, possibly processing some Bail Evals, processing some Criminal Records Summaries, some desktop support, and some filing. We will try to give our intern a wide variety of work experiences. We will, based on time, let our intern shadow different groups (attorneys, investigators, paralegals, dispositional advisors) in order to get a full understanding of our office.

**Skills Needed:** A detail-oriented person, tech savvy, and process oriented

**Job Title:** Court Youth Intern

**Job Description:** Job duties include but are not limited to:

Working directly with the court: Our mission is to increase public safety and reduce the number of alcohol related traffic deaths and injuries by effectively partnering our justice system and community resources to focus on the specific issues of repeat offenders.

The intern will work closely with a probation officer, learn how to monitor drug/alcohol use, work closely with law enforcement and attend court on a weekly basis to report progress. The intern will also have the opportunity to work with other probation officers in our unit and any of our partners in the community.

**Skills Needed:** Great listening skills, problem-solving, patience and consistent



# Law, Public Safety & Security

**Job Title:** Rotational Student Intern

**Job Description:** Our firm's STEP-UP Rotational Student Internship is an excellent opportunity for a student seeking a wide-range of experiences in a professional setting. During the 7-week internship, the intern will rotate through several administrative departments of a large law firm in Minneapolis, including document production, facilities, marketing, IT, and finance departments. By working in each of these departments, the intern will learn how each of these departments is integral in making a business successful.

**Skills Needed:** Professionalism, diligence, adaptability

**Job Title:** Pro Bono & Diversity Intern

**Job Description:** We are looking for a motivated intern who has the goal of becoming an attorney or is interested in a career in the legal profession. The intern will work under the direction of the firm's Diversity, Inclusion & Pro Bono Manager assisting in miscellaneous projects and performing clerical duties.

The intern will receive opportunities to meet and build connections with attorneys, learn about what attorneys do and the inner workings of a law firm, and participate in law firm training programs and events. Previous interns have also had opportunities to meet judges and other court personnel, shadow attorneys in court, assist attorneys during legal clinics, and participate in strategy discussions for actual cases.

Computer and typing skills are essential. Familiarity with Microsoft 2010 Word, PowerPoint, and Outlook, Excel are preferred.

**Skills Needed:** Good communication skills; computer and typing skills; familiarity with Microsoft Suite

# Law, Public Safety & Security

**Job Title:** High School Judicial Extern

**Job Description:** The High School Judicial Extern will be responsible for the following tasks:

- Completing case status summaries and assembling files by accessing court documents from the public portal
- Appearing at hearings with the Judge and law clerks and gathering data
- Reviewing stipulated agreements and joint petitions for administrative dissolutions and making note of any missing information
- Attending law clerk meetings for updates on statutes and procedures
- Escorting litigants for court appearances
- Drafting orders for overview by law clerks
- Preparing trial notebooks
- Coordinating logistics to arrange weddings to be performed by the Judge

**Skills Needed:** Analytical skills, interpersonal skills, and attention to detail

**Job Title:** Human Resources Student Intern

**Job Description:** Working in the Human Resources Department in the Clerk's Office. Duties involve filing documents, creating electronic and paper files, coordinating employee materials, preparing reports using Excel and Word, and other projects. Opportunities to become familiar with the Federal Court System are available through attending court hearings, job shadowing court employees and training materials.

**Skills Needed:** Computer skills, professional behavior, communication, strong writing skills

# Law, Public Safety & Security

**Job Title:** Legal Intern

**Job Description:** All of our organization's interns will be expected to work with their assigned mentor attorneys on that attorney's case load. Specifically, the STEP-UP Legal Intern, will, as part of a defense team, participate in the following:

- Interview clients
- Develop investigation requests
- Prepare trial folders
- Participate in case brainstorming sessions
- Review police reports and other case materials
- Research appropriate case law
- Research evidentiary motions
- Develop case theories
- Determine other legal and/or non-legal needs of clients

In addition, the STEP-UP Legal Intern will work closely with other undergraduate and law student interns on group projects throughout the summer. These projects may involve research, writing, and practicing trial skills.

**Skills Needed:** Ability to listen, ability to work with diverse, low-income clients, creativity

**Job Title:** Legal Support Intern

**Job Description:** The student intern will be exposed to a variety of tasks and work performed on a daily basis in a business and legal setting to help the intern develop sound work habits and to provide some insight into a possible legal/business career. The internship will provide opportunities for the student to interact with a variety of professionals in the law firm setting. Projects will be delegated and supervised, as appropriate, by administrative staff, attorneys, paralegals and legal administrative assistants. Duties and Responsibilities include:

- Attend (observe) client meetings
- Attend (observe) depositions, court hearings, trial
- Draft correspondence
- Organize documents and files
- Prepare files for closing
- Batch labeling
- Scheduling
- Data entry
- Assist administrative areas (accounting, marketing, human resources, reception, RICOH) of the firm with document creation, document and file organization and special projects, as needed
- Maintain confidentiality of all client and firm matters
- All other duties and projects as assigned

**Skills Needed:** Attention to detail, follow instructions, basic computer skills, communicate effectively

# Marketing, Sales and Services

**Job Title:** Store/ Marketing Assistant

**Job Description:** The intern will be in charge of assisting store operations at the donut shop. He/she will also have the opportunity to help plan events/fundraisers/parties for the shop. They will also be able to help with marketing such as social media marketing/creating flyers and using Photoshop to create original content to market the shop. We will teach the intern different aspects of running a small business and also help them network at the U of M since the shop is right next to campus! The intern will have a lot of responsibility and we can assure they will have a blast at our storefront this summer!

**Skills needed:** Customer service, communication skills, time management skills

**Other software skills needed:**  
Knowledge of CADD



**Job Title:** Brand Intern

**Job Description:** Are you ready for a wild and crazy ride in the world of marketing, advertising, branding and PR.? Do you have an open heart and an open mind and are primed to dive in, try new things and exhaustively learn? Days in this position are filled with: immersion, partnering with the broader team, creating smart content, diving deep and dissecting research questions, and navigating the ever-changing marketing landscape. You'll also solve administrative quagmires (printer glitches anyone?) and warmly welcome guests. Bring your new ideas, leave your ego at home, learn and contribute.

Responsibilities and duties include, but are not limited to:

- Provide administrative and tactical support for a new product launch.
- Duties will range from research, marketing brainstorms, labeling product, packaging, shipping and more.
- Provide solid writing and editing skills.
- Ensure deliverables are proofed and requisite feedback incorporated.
- Be tremendously organized with outstanding time management skills.
- Maintain processes to optimize resources and workflow within available budget, and to ensure timely delivery of projects to clients.
- Ask questions and approach each day with a sponge-like mentality towards learning, as well as bringing new ideas and approaches to the table.

[Continued on next page](#)

# Marketing, Sales and Services

- Support account team members, new business team and office management with administrative tasks such as retrieving articles for clients, preparing packages for mailing, meeting room set-up, answering phones, etc.

MODERN STORYTELLER. You might be one if:

- Our mission speaks to you: To tell the stories of pioneers making a difference in the world.
- “Whatever it takes” is just how you roll.
- You’re curious. As in, late night, all day, one more page, one more link, keep asking questions curious.
- You’re a natural born, career honed, and supernaturally blessed!

**Skills needed:** Punctual, detail oriented, proactive

**Job Title:** Communications Intern

**Job Description:** Are you interested in writing, communications and media? Our company’s communications team is responsible for sharing information about our organization with our own employees through informative online articles, email communications and more. We also work with the news media to get our doctors and experts featured in print and television communications. Additionally, our team creates all the social media content for the company’s Facebook, Twitter and LinkedIn accounts, and writes stories for a blog aimed at our patients and members.

As a communications intern, you will assist with writing articles, social media posts and press releases. You will need to interview people (via phone or in person) on a regular basis as well. Additionally, you may be involved in some special projects such as events, database management, research and web analytics.

**Skills needed:** Excellent verbal communications skills, solid writing and grammatical skills, willingness to learn

# Marketing, Sales and Services

**Job Title:** Store Intern

**Job Description:** The Intern will be responsible for the following:

- Managing retail and sales
- Data entry
- Assisting with social media promotion
- Handling transactions
- Other duties as assigned

This is a great opportunity for students interested in learning how a small business operates in addition to refining their customer service skills. The intern will have a variety of jobs and will also be able to interact with artists who sell their work through our company.

**Skills Needed:** Confident, good with people, ability to use a calculator, social media savvy

**Job Title:** Cultural Event & Support Staff

**Job Description:** This is a busy office in a public market with over 45 businesses. On a regular day, we may take students on a tour of the Market, distribute memos to the businesses, organize crafts for an event and answer phones and help people that come to the office. We also make copies and prepare the conference room for meetings. Candidate may also attend neighborhood meetings with staff to learn about how a Board of Directors operates. A good thing about this job is that it is different almost every day! This is a great opportunity to learn and work with people from different cultures.

The candidate we're looking for would have to definitely be a self-starter with good communication skills and an ability to do some problem solving in passing the messages to the correct management staff here after answering the phone. They would be greeting the people that come to our service window of our office so customer service skills or experience would be good. This would probably be about 50% of the job.

We have Family Fridays and often prepare craft items for those nights. Some cutting and pasting is necessary. Experience with crafts, would be good but not necessary. This is probably about 10% of the job.

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# Marketing, Sales and Services

We also post calendars around the Market, make copies and assemble Board Packets, prepare and set up the conference room, shred paper and do light filing. Experience and/or willingness to learn how to use a copier is good. Organizing skills are great. These tasks are about 30% of the job.

I plan to invite the intern to sit in on meetings that are here at the Market. This would be about 10% of the job.

**Skills Needed:** People person, organization, follow directions, independent

**Job Title:** Social Media Intern

**Job Description:** Interns will support our marketing and outreach needs to raise awareness about our organization among youth and families, schools and businesses. This position will work in collaboration with the Executive Director and other leadership teams.

Primary Duties:

- Assist in developing and implementing an outreach plan to reach youth and families,
- Support the organization's web presence through social media and website updates,
- Capture the visual story of our organization through pictures and video,
- Attend community outreach events as needed and available, and
- Other duties as assigned.

Skills Needed: People person, organization, follow directions, independent

**Skills Needed:** Experience with social media (Facebook, Twitter, Instagram, YouTube, and Pinterest), experience or interest in writing copy for web and print materials, skilled at communicating with peers and community members both verbally and in writing, creative and innovative thinker and problem solver

# Marketing, Sales and Services

**Job Title:** Marketing and Communication Intern

## **Job Description:**

- Assist coordinating our department's monthly external newsletter, which includes editing news releases into short stories, taking photographs, laying out content in GovDelivery software, proofreading and editing content, and managing distribution lists
- Assist in the coordination of department's monthly employee internal newsletter by writing monthly employee profiles and news stories, taking photographs, laying out content in GovDelivery software, and proofreading and editing content
- Assist in writing/preparation of marketing collateral (brochures, postcards, flyers, etc.), presentations, and other marketing/communication materials as assigned
- Assist in the other administration duties as assigned

**Skills Needed:** Strong communication, writing, organization and attention to detail.

**Job Title:** Strategy & Performance Intern

**Job Description:** The job duties will focus on helping with our internal employee Knowledge Fair events. The events help educate employees on what other areas of the company do every day. The Fairs are held in 3 locations across our service territory and involve employees setting up booths to showcase what their teams work on. It involves planning space and promoting the event through our internal communication channels like our intranet, email, internal social media (Yammer) and creating promotions, brochures, and signage.

Other duties will include creating metrics reports for our Communications, Advertising and Brand organization. These reports will help teams monitor progress on their goals and enable better decisions around staffing and financial resources. Additionally, this role would assist with event planning of Learning Forums. These are educational sessions that support our culture change effort at our company.

There will also be the opportunity to have informational interviews and job shadow with the business areas in the organization that are of interest to the candidate.

**Skills Needed:** Written/Verbal skills, technology skills, organizational skills

# Marketing, Sales and Services

**Job Title:** Sales Intern

**Job Description:** This job entails writing key research reports for potential clients, assisting in lead generation through a proven process and handling special projects as needed.

In between that you'll learn how to work in an office, experience interpersonal communication, make some mistakes (because life happens) and play with nerf guns. You'll learn how to read between the lines between what data appears to be versus what it's actually telling you. Lastly, you'll gain skills you can use for the rest of your life.

**Skills Needed:** Written/Verbal skills, technology skills, organizational skills

**Job Title:** Platform Marketing Research Intern

**Job Description:** You will be working within our Platform (product) Marketing team providing research support for our products and strategies. In this role you will be doing competitive market research (Google, websites, social media) to monitor the Health & Wellness strategies and plans for key competitors and their food product offerings. You will summarize your findings and provide your manager with the key insights and trends that were revealed from your research. You will also perform research to understand the sustainability strategies of key competitors (web and social media search) to enable your manager to develop strategies and plans for how we can advance our efforts in this space. Finally, you will perform Excel analysis to identify underperforming products to support your manager's projects.

**Skills Needed:** Problem solving skills, technology skills, organizational skills

# Outdoors and Natural Resources

**Job Title:** Summer Intern

**Job Description:** Our organization is hiring a summer farmer intern. The intern will report to the Farm Manager and will work on the Farm, a 155 acre incubator and research vegetable farm located in Vermillion Township, Minnesota. Intern must also be willing to perform physical labor and work outside or in the fields. The position requires a minimum of 30 hours per week, but may require longer hours and work on the weekend. An ideal candidate must be willing to work long hours if need be.

The duties for this position include, but are not limited to:

- Assist with cultivating soil, sowing crops, controlling weeds and harvesting crops;
- Assist with inspecting, maintaining or fixing equipment, structures, or projects on the farm;
- Conducting ground and building maintenance on the farm;
- Interacting with farmers to ensure compliance with farm protocols and to ascertain farmers' thoughts about the farm;
- Preparing the farm for the September Open House;
- Assist with packing produce for the Alternative Markets Program;
- Assist with cleaning the packing station.

**Skills Needed:** MUST have reliable transportation, be punctual, and be hard-working in all weather conditions. Hmong language proficiency is preferred, but not required

**Job Title:** Programs and Operations Intern

**Job Description:** Our program & operations interns are some of our most essential staff each summer, routinely completing critical operations and making sure trips continue to run safely and on time. They will help with unloading and maintenance of canoes, tents, vans, trailers, and other equipment to ensure that it is clean, dry, and in good working order for future events. They get to experience a bit of everything, spending their time providing support to warehouse, kitchen, and trail operations as well as assisting with programs. This mixture gives interns a nice balance of learning the operational systems of the outdoor recreation industry.

**Skills Needed:** Organization, hard work, positivity



# Outdoors and Natural Resources

**Job Title:** Farm Intern

**Job Description:** Interns at our organization will become farmers! Therefore, interns must follow directions carefully, arrive on time, communicate clearly and consistently, maintain an attitude of respect, and work hard with a team or independently. Interns may be assisting with some or all of the following farm tasks:

- Planting seeds
- Weeding
- Creating/digging compost
- Harvesting vegetables, washing vegetables and preparing them for presentation setting up the farm stand for member pick-up interacting with CSA members at pick up
- Helping with pick up, light construction (no power tools)

Our organization aims for a work environment that is welcoming, friendly and respectful, and fun! We also believe that clear expectations are essential for good relationships. Our farm is great place to come “play” in the dirt, be with good people, and do good things for yourself and our community.

**Skills Needed:** Good communication, ability to work outside for long periods, listen and follow directions precisely

**Job Title:** Programs and Operations Intern - Water Quality Focus

**Job Description:** If you are wondering what working in the outdoor recreation field looks like as a career, this is the internship for you. Our program & operations interns are some of our most essential staff each summer, routinely completing critical operations and making sure trips continue to run safely and on time. They will spend time helping out in our warehouse, office and doing programming. This mixture gives interns a nice balance of learning the operational systems of the outdoor recreation industry.

In addition, one STEP-UP intern will fulfill these responsibilities:

- Participate in program training, such as our Interpretive Training with the National Park Service, to learn about current watershed education activities.
- Provide feedback about the watershed activities (from a youth’s perspective). Feedback may be in the form of a written document, drawing, oral presentation, video, or other medium determined acceptable between the supervisor and intern. Feedback must include at least one aspect that is working well and three ideas to improve to make the activity more “youth friendly” and engaging.
- Support our organization’s watershed equipment management, ensuring cleanliness and effectiveness.

[Continued on next page](#)

# Outdoors and Natural Resources

- Research other organizations in the Minneapolis area that teach watershed and advocate for healthy watersheds. The intern will submit a final list of their findings to their supervisor.
- Reach out to another partner organization working on watershed issues to set up an observation day and/or informational interview .
- Professionally develop as an Outdoor Educator – starting by observing watershed education through hands-on activities and moving towards leading at least one watershed activity, with support from a trained educator.
- Assist with overall operations, office projects, and outdoor events.

**Skills Needed:** Organization, hard work, positivity

**Job Title:** Operations Intern

**Job Description:** The Operations and Warehouse Coordinator assists the Operations Team in ensuring that all equipment is organized, in proper working order, and available for use by trial staff. Responsibilities include working with the operations team to maintain cleanliness and proper working order of properties, including office space, warehouse, staff house, and other properties. This job requires strong organizational abilities an the ability to work independently, juggle multiple tasks and problem solve. The STEP-UP intern will also have the opportunity to learn about an outdoor nonprofit and participate in a day trip as an assistant.

Essential Responsibilities:

- Assist in equipment inventory and reporting
- Assist in coordinating the pack-out and pack-in of field equipment before and after trips.
- Assist in managing food & menu system
- Organize and clean outdoor gear
- Assist in warehouse and grounds storage/ cleanliness throughout the season
- Assist Operations Team in all aspects of facilities maintenance at our organization's headquarters and other properties

**Skills Needed:** Organization, ability to work independently, positive, ability to multitask, ability to problem solve, interest in outdoors

# Outdoors and Natural Resources

**Job Title:** Youth Worker

**Job Description:** Youth will be working as an aide at a variety of programs offered at various parks, such as assisting with the preschoolers, watching them in the wading pool, helping out with a tumbling program, or supervising 8 to 12 year olds in the gym, or other park programs. Become involved with seniors who come to play pool or dominos. We also have a developmentally challenged group that will be involved in park programs and are looking to have my youth staff assisting with them.

In addition, the youth worker will learn customer service and do a variety of cleaning, organizing and inventorying. They will also help out at special events during the summer, such as movies in the park and ice cream socials. Work hours will vary day to day and week to week depending on the activities.

**Skills Needed:** Must be comfortable working with toddlers, seniors, and physically and developmentally challenged youth

**Job Title:** Summer of Solutions Participant

**Job Description:** Participants will be able to build their skills as community organizers and change-makers through: weekly trainings (covering environmental justice, the green economy, relational organizing, and anti-oppression), hands-on experience networking with community leaders and practicing social innovation, personal mentorship, peer-to-peer learning, and in-depth participation in projects building the green economy. The 3 main project focus areas, Urban Agriculture, Energy, and Mixed-Use Development, will create new opportunities for youth and marginalized communities to create livelihoods for themselves, while building more resilient and socially just systems in the Twin Cities.

Project Focus Areas: Address food justice through urban agriculture business development. Increase reliable, local, affordable energy access through community owned solar installments and renewable energy policy. Advance community-focused mixed-use re-development of the St. Paul Ford Factory site, based on accessibility and livability for all.

**Skills Needed:** Interest in social and environmental justice, creative, ability to work on a team, ability to work with diverse communities, positive, motivated

# STEM (Science, Technology, Engineering and Mathematics) and Manufacturing

**Job Title:** Research Services Intern

**Job Description:** As a Research Services intern you will help with performing the following duties:

- Upload and digitalize current and historical transportation and engineering publications and photos from all areas of our company into digital asset management system and apply keywords and appropriate cataloging term
- Work with our company's photographer to organize existing detail collections into a digital asses management infrastructure
- Research and identify background information to add to the digital records

**Skills needed:** Familiar with Microsoft Suite, good verbal/communication, time management

**Job Title:** 3D Modeling Intern

**Job Description:** Our organization is seeking 3D Modeling Interns who are motivated and innovative individuals. Interns will join the organization as a paid intern to pilot our 3D modeling and printing program. Through our program, interns will learn modeling concepts, intro to 3D printing, operating the printer, using the software and modeling concepts for 3D printing.

**Skills needed:** Connected Learning, Interest Driven and Academically Oriented



# STEM (Science, Technology, Engineering and Mathematics) and Manufacturing

**Job Title:** Geodetic Surveying Data Intern

**Job Description:** The students working in the Geodetic Unit will be performing computations, data input and analysis of Geodetic Projects. They will also be back populating the Geodetic database which is necessary for the Geodetic Units ARCGIS products to be successful when placed on the web. Primary Tasks (Duties of the Position):

- Perform data analysis of Geodetic survey information.
- Data entry of monument recovery information into the Geodetic database.
- Assist in the compilation, generation and archiving of Geodetic reports.
- Update web information.

**Skills needed:** Basic computer skills (typing, data entry, scanning and recovery) and math skills.

## **Other software skills needed:**

Knowledge of CADD

**Job Title:** HPMS Coordinator

**Job Description:** Assist the HPMS coordinator (Scott Patnode) with reviewing designated segments of roadways for data accuracy. The intern will use a GIS tool (RCE) to look at the data in the Linear Referencing System and visually compare that to other data sources such as Google Streetview and Videolog, to verify the data elements. They will log any discrepancies for the HPMS coordinator to review and correct.

**Skills needed:** Microsoft Office proficiency including MS Outlook/Exchange for email management

# STEM (Science, Technology, Engineering and Mathematics) and Manufacturing

**Job Title:** Engineering Documentation Intern

**Job Description:** The intern will be responsible for digitizing, converting, and organizing biocompatibility reports as part of an effort to archive and update records. Tasks will include scanning documents, organizing them into folders, and recreating historical documents. Additional responsibilities may include assisting engineers as needed on miscellaneous projects. Hours are flexible and can be spread throughout the week over 3-5 days as desired.

**Skills needed:** Accuracy, Detail-oriented, Independence, Organization

**Job Title:** Architectural Technician Intern

**Job Description:** Interns are responsible for preparing and facilitating interactive science, technology, engineering, arts and mathematics learning experiences for youth at youth serving organizations throughout St. Paul and Minneapolis. This experience within our center will provide the intern with training in the areas of positive youth development, informal STEAM teaching and facilitation, and personal academic and career planning.

- Plan and lead Summer of STEAM hands-on science activities for groups of 5-30 elementary and/or middle school aged students at local youth serving organizations
- Meet weekly to plan for the sessions – research and develop activities, document facilitation plans, engage in reflection after sessions
- Plan and facilitate team building activities
- Help set up and clean up learning spaces before and after sessions
- Monitor students to ensure they are grasping activity concepts
- Encourage student participation and monitor behavior
- Demonstrate and encourage creative problem-solving
- Model behavior expectations and help create a positive, inclusive learning environment

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# STEM (Science, Technology, Engineering and Mathematics) and Manufacturing

## Prerequisites/Qualifications:

- Have earned high school diploma by June 2014 or working toward attaining your GED
- Enthusiasm for investigating the arts and sciences with children a must
- Experience working with and leading groups of young people is an asset
- Ability to communicate and work closely with co-workers
- Must be reliable, punctual, dependable, and thorough
- Creativity, self-motivation, and enthusiasm are assets to the job
- Ability to reliably travel to the organization and throughout the city of St. Paul with own vehicle or on public transportation

## Specific skills the intern will develop:

- Curriculum development & materials management
- Informal teaching and facilitation skills
- Youth behavior management
- Personal academic and career planning and goal setting

**Skills needed:** Team player, has in interest in STEM, and likes interacting with youth

**Job Title:** Manufacturing Intern

**Job Description:** As a Manufacturing Intern, you will be making actual company product for customers and assisting the engineering team on projects as needed. Expect to learn a lot about manufacturing, quality, inspection, assembly and supply chain. This experience will give you the tools to determine if manufacturing is the career for you. Career paths following this internship may include welding, assembly, machining or engineering.

**Skills needed:** Hands-on and mechanical ability; ability to ask questions; ability to work with a team

# Tourism Services

**Job Title:** Tourism & Visitor Services Assistant

**Job Description:** This position works within the Tourism & International Relations Department. The Tourism Department works with all social and tour groups, both domestic and international, and operates the Visitor Center.

Responsibilities & Activities include:

- Fill visitor requests for the Minneapolis-Saint Paul metro area for individual travelers and groups
- Update and organize files
- Research new local events and businesses
- Shadow other departments to better understand how each department works together
- Assist with meetings and events happening within the department
- May help at the Visitor Center when needed
- May participate in City Signature Experiences
- Attend regular staff and department meetings

**Skills Needed:** Attention to detail, ability to engage positively with public visitors, works independently



**Job Title:** Kitchen Utility & Preparation Intern

**Job Description:**

Kitchen utility employees will be responsible for daily duties to maintain the kitchen work area, equipment and utensils in a clean, sanitary and orderly fashion. This includes setting up the dish machine for shift, sweeping, mopping, doing additional cleaning as assigned, etc.

This position will also be responsible for prepping food items and can progress quickly given the right individual. In addition, the right person for this position will possess:

- Reliable transportation and be available to work long hours, night/weekends/days
- Ability to communicate in either English or Spanish
- Desire to help with special events and catering as needed
- Ability to work independently
- Ability to follow specific instructions
- Ability to lift 50 pounds occasionally
- Ability to learn routine procedures and techniques
- Ability to interact courteously and tactfully with staff, customers, vendors and the general public

**Skills Needed:** Reliability, passionate, and ability to learn

