

Career ConneXions



...Beyond the Classroom

St. Xavier Career ConneXions: Internship Program

2019 Summer Internship Positions

1. Engineering/Project Management Position for Construction Company

Number of Positions: 2 positions

Company Name and Internship Address: Prus Construction (5325 Wooster Road Cincinnati, OH 45226)

Brief Description of Job Responsibilities: Assisting in construction project management and estimating.

Key Skills to be successful in role: Interest in construction/engineering/design. Excellent attitude and understanding of technology.

Internship Contact: Michael Prus or Jason Harvey (HR Director)

Internship Start Date and End Date: Flexible on dates

Rate of Pay: Paid position - \$11-\$14/hr

Hours per Week: 25-40 hours

Transportation: Candidate will need own transportation.

2. Business/Catering Position in Restaurant Company

Number of Positions: 1 position

Company Name: Thunderdome Restaurant Group

Brief Description of Job Responsibilities: Work in Catering Department to assist in events, on-site promotions, and marketing activities.

Key Skills to be successful in role: Strong work ethic, ability to think on your feet, creativity, ability to bring excitement/engage others at external promotion events.

Internship Contact: Catering Director (Lory Rausch)

Internship Start Date and End Date: Flexible on dates

Rate of Pay: Paid position - \$10/hr

Hours per Week: Part-time hours will fluctuate depending on workload.

Transportation: Candidate will need own transportation to travel to restaurant and event locations.

3. Project Position in Construction Company

Number of Positions: 1 Position

Company Name: Evers Steel Construction

Brief Description of Job Responsibilities: Various projects depending on where the business need is: computer/office work, on-site work (plan to get hands dirty!) and estimating/operations/engineer assistant.

Key Skills to be successful in role: Flexible student eager to learn a variety of tasks. Interested in engineering, building things, working with drawings, etc.

Internship Contact for this Opportunity: Ed Evers

Internship Start Date and End Date: Flexible on dates - start with 1-2 weeks, then extend if working well

Rate of Pay: \$10/hr

Hours per Week: Start Tue-Th (full days), then develop future schedule together

Transportation: Candidate will need own transportation to office. Note: Candidate will need work boots and gloves.

4. Project Position in Concrete Construction Company

Number of Positions: 2 Positions

Company Name: TWC Concrete Services

Brief Description of Job Responsibilities: Various projects depending on where the business needs are: Hands on work in the field (plan to get hands dirty!) possible estimating/ field engineering assistant.

Key Skills to be successful in role: Flexible student eager to learn a variety of tasks. Doesn't mind some hard work and getting dirty. Interested in building things, working with drawings, enjoys being a part of a team to install permanent concrete structures.

Internship Contact for this Opportunity: Anthony DeCarlo

Internship Start Date and End Date: Flexible on dates - start with 1-2 weeks introductory period, then extend as long as the student's available if he's working well and enjoys the work.

Rate of Pay: \$14/hr

Hours per Week: Start Mon-Fri (full days) 7:30 am to 4 or 5 pm typically.

Transportation: Candidate will need own transportation to jobsite or office. Note: Candidate will need work boots. Required dress on a jobsite is a hard hat and safety glasses (provided by TWC) jeans and at least t-shirt with sleeves over the shoulders. TWC will provide all safety personal protective equipment the student may need.

5. Social Media/Marketing Position in Startup Company

Number of Positions: 2

Company Name: Pay theory (K12 School Payment Company)

Brief Description of Job Responsibilities: We are launching a new company and will be ramping up social media and web marketing for our brand. You will help us create and publish content that drives sales and will work on real projects with our team.

Key Skills to be successful in role: Self-starter, social media experience, some media skills

Internship Contact for this Opportunity: Eric Fulkert

Internship Start Date and End Date: Flexible on dates.

Rate of Pay: TBD

Hours per Week: Will be determined once role is finalized with candidate.

Transportation: Candidate will need own transportation. Some work will also be able to be done from home.

6. Technical Product Manager Position in Startup Company

Number of Positions: 1

Company Name: Pay theory (K12 School Payment Company)

Brief Description of Job Responsibilities: We are launching a new company, with a new tech platform. This role is help our product manager manage an Agile software development process. You will help research data on tools, software, etc to provide input to the PM on software development, write user stories, and help us in delivering the platform.

Key Skills to be successful in role: Self-starter, some design or development skills

Internship Contact for this Opportunity: Eric Fulkert

Internship Start Date and End Date: Flexible on dates.

Rate of Pay: TBD

Hours per Week: Will be determined once role is finalized with candidate.

Transportation: Candidate will need own transportation. Some work will also be able to be done from home.

7. Project Management/Sales/Quality Control & Environmental Position for Construction Company

Number of Positions: 1-2 positions

Company Name and Address: Valley Asphalt (a Jurgensen Company) 11641 Mosteller Road Cincinnati, Ohio 45241

Brief Description of Job Responsibilities: Assisting in construction project management /estimating/sales/quality control.

Key Skills to be successful in role: Interest in construction/engineering/quality control/environmental/sales. Detail oriented and willing to learn.

Internship Contact for this opportunity: Chris Simpson - Corporate Recruiter

Internship Start Date and End Date: Flexible on dates

Rate of Pay: Paid position - TBD

Hours per Week: 25-40 hours or Flexible

Transportation: Candidate will need their own transportation.

8. Photographer and Videographer Position for Non-Profit Company

Number of Positions: 1 Position

Company Name: PinkRibbonGirls

Brief Description of Job Responsibilities: Work closely with Cincinnati Regional Manager on projects to create videos and event photography. Examples include capturing testimonials from patients/clients we serve or from businesses that support the company. Organize photos and videos for easy access company-wide.

Key Skills to be successful in role: Flexible student eager to put creative skills to practice through digital marketing content creation.

Internship Contact for this Opportunity: Jan Middleton

Internship Start Date and End Date: Flexible on dates

Rate of Pay: Unpaid

Hours per Week: Flexible to develop schedule with interested candidate - estimate 2-5hrs per week

Transportation: Candidate will need own transportation to office and event locations.

9. Company Startup Accelerator Project Assistant

Number of Positions: 1-2 positions

Company Name: Founders Institute (Office located at Covworx - 1032 Madison Ave Suite A, Covington, KY 41011)

Brief Description of Job Responsibilities: Various projects depending on the business need: work with company startup founders group on the FI summer program. Activities include event support, weekly founders meeting help, and other project work based on business needs. Opportunity to make connections with startup community in Cincinnati, with potential to work on additional projects at startup companies.

Key Skills to be successful in role: Flexible, entrepreneurial student eager to learn and engage with the startup community - back office, community engagement, marketing, etc.

Internship Contact for this Opportunity: Mike Hiles and Jessica Britton

Internship Start Date and End Date: Flexible on dates

Rate of Pay: Unpaid

Hours per Week: Flexible to develop schedule with interested candidate as work demands

Transportation: Candidate will need own transportation to office and event locations.

10. Customer Service Administrator – Healthcare Company

Number of Positions: 1-2 positions

Company Name: Carestar

Brief Description of Job Responsibilities: Be part of a dynamic team providing coordination of healthcare services to internal and external clients. See full job description attached [HERE](#).

Key Skills to be successful in role: Flexible, eager to learn company policies and engage with clients through phone and email. Excellent communication skills written and verbal. Attention to detail and ability to learn and follow HIPAA guidelines.

Internship Contact for this Opportunity: Tyler Woolnough

Internship Start Date and End Date: Flexible on dates

Rate of Pay: \$12/hr

Hours per Week: 20-40hrs/week

Transportation: Candidate will need own transportation.

11. Website Enhancement Project and Business Operations Position at Industrial Supply Company

Number of Positions: 1

Company Name: Advanced Control Products, LLC

Brief Description of Job Responsibilities: We are revising our company website. You will help us design, code, create and publish content that enhances our current website platform. You will also receive an overview of many business operations (sales, engineering, shipping/receiving, manufacturing, etc.) and be asked to help on small projects and tasks where needed in these departments.

Key Skills to be successful in role: Web development/coding skills, good grammar, writing, editing and proofing skills. Flexibility and quick learner who is interested in the technical aspects of the role but also interested in gaining skills across several business operations.

Internship Contact for this Opportunity: Ken McMurry (Owner and Founder)

Internship Start Date and End Date: Flexible on dates.

Rate of Pay: \$15/hr

Hours per Week: Will be determined once role is finalized with candidate - project is expected to take 2-3 weeks.

Transportation: Candidate will need own transportation.

12. Finance/Accounting – 2-Day Leadership Conference

Number of Positions: 2 spots open to attend conference. See flyer [HERE](#).

Company Name: Clark Schaefer Hackett

Brief Description of Conference Objectives: Your conference experience will start with an informal evening reception at Great American Ballpark on Tuesday, June 18, and move to a full day of networking, training and discussion at Clark Schaefer Hackett on Wednesday, June 19. You'll gain objective insights on the accounting industry in an environment that is focused on you, your career goals and your future.

Key Skills to be selected: Plans to be an accounting/finance major in college. 3.0 GPA.

Conference Contact: Amy Lambdin

Conference Start Date and End Date: 2-day leadership conference (6/18-6/19)

Hours per Week: 2 full days plus one evening event

Transportation: Candidate will need own transportation.

13. Engineering/Project Management Position for Energy Efficiency & Sustainability Company

Number of Positions: 1 position

Company Name and Internship Address: Melink Corporation (5140 River Valley Road, Milford, OH 45150)

Brief Description of Job Responsibilities: Assisting in several different project areas – ranging from data analysis & delivery, project management, to customer development/interaction.

Key Skills to be successful in role: Interest in sustainability/energy efficiency/engineering/construction design/customer service. Team attitude with a focus on leading by serving others, desire to learn new things, ability to quickly adapt to change and provide quality, detail oriented results.

Internship Contact: Matt Meyer – Director of Field Service

Internship Start Date and End Date: Flexible on dates

Rate of Pay: Paid position - \$10-\$13/hr

Hours per Week: 25-40 hours

Transportation: Candidate will need own transportation.

14. Marketing and Media Production Position for Cincinnati Bell

Number of Positions: 1 position

Company Name and Internship Address: Cincinnati Bell (221 E. 4th Street, Cincinnati, OH 45202)

Brief Description of Job Responsibilities: Assisting in project execution and management for graphic design, marketing, and podcasting.

Key Skills to be successful in role: Interest in media production or marketing. Familiarity with audio editing, video editing a plus.

Familiarity and experience with Photoshop, Illustrator, and InDesign (Adobe After Effects is a plus) Ability to use composition, typography, and photography to appropriately design for the project at hand. (Portfolio review required).

Combines ability in graphic design with a solid understanding of marketing.
Prioritizes work appropriately and manage projects to ensure deadlines are met.
Contributes new ideas.
Consults with manager to further expand technical expertise, quality and speed, and seeks out opportunities to broaden knowledge and skills beyond the defined expectations of the position.
Internship Contact: Annette DiTommaso (Corporate Impact Manager)
Internship Start Date and End Date: Flexible on dates
Rate of Pay: Paid position - \$11-\$13/hr
Hours per Week: To be determined. 25-40 hours
Transportation: Candidate will need own transportation.

15. Tech Position to digitize program at St. X High School

Number of Positions: 1
Company Name: St. Xavier High School – Career ConneXions Program
Brief Description of Job Responsibilities: Develop automated app (using QR code or other technology) for event registration and evaluations. Develop access database for data analysis of student and adult volunteers.
Key Skills to be successful in role: Self-starter, familiarity with app development and Access DB, ability to work independently, strong communication and follow through.
Internship Contact for this Opportunity: Christine Dauenhauer
Internship Start Date and End Date: Flexible on dates – expect role to last 2-4 weeks.
Rate of Pay: TBD
Hours per Week: Flexible.
Transportation: Candidate will need own transportation for design meetings and regular checkpoint meetings.

16. Engineering Analyst and Survey Assistant Position for Engineering Company

Number of Positions: 1-2 positions
Company Name and Internship Address: Brandstetter Carroll Inc. 308 East 8th St, Cincinnati, Ohio 45202
Brief Description of Job Responsibilities: Assisting in engineering design projects /estimating/surveying/field reviews/quality control. Key Skills to be successful in role: Interest in engineering, architecture, and surveying, willing to learn, confident to attempt new tasks
Internship Contact for this Opportunity: Tim Brandstetter, Director of Transportation Engineering
Internship Start Date and End Date: Flexible on dates.
Rate of Pay: Paid Position - TBD
Hours per Week: 25-40
Transportation: Candidate will need their own transportation.

17. Project Management/Construction Management Position for Construction Company

Number of Positions: 1-2 positions
Company Name and Internship Address: Bansal Construction 3263 Homeward Way Fairfield, OH 45014
Brief Description of Job Responsibilities: Assisting in construction project both in the office and in the Field.
Key Skills to be successful in role: Interest in construction/engineering. Detail oriented and willing to learn. Attentive and punctual.
Internship Contact: Bill Shuler - Controller
Start Date and End Date: Flexible on dates
Rate of Pay: Paid position - TBD
Hours per Week: 25-40 hours or Flexible
Transportation: Candidate will need their own transportation.

18. Social Media/Marketing Position in Diverse Holding Company

Number of Positions: 1

Company Name: LOTH Holdings (Contract Furniture, Logistics and Technology companies)

Brief Description of Job Responsibilities: We are launching several exciting initiatives including Web redesign, new social media campaign, and several other brand initiatives; implementation of a Customer Relationship Management system, and new market research programs. You will help have a chance to help our organization drive significant revenue growth and can make a real impact by supporting important facets of these or similar projects.

Key Skills to be successful in role: Self-starter, social media experience, some marketing skills and brand management awareness is a plus

Internship Contact for this Opportunity: Kelly Schoembs (kschoembs@lothinc.com)

Internship Start Date and End Date: Flexible, but targeting June 17 – July 26 (6 weeks)

Rate of Pay: \$10/hr

Hours per Week: Flexible hours, approximately 20 hours per week

Transportation: Candidate will need own transportation.

19. Business and Project Management Position in Solar Energy Company

Number of Positions: 1

Company Name: SonLight Power Check out who we are on our website (www.SonLightPower.org)

Why students love to intern at SonLight Power: At SonLight Power, we'll work together to keep you engaged in ways that are meaningful and fulfilling. We're genuinely interested in your success. Our internships are unpaid, but they add value in other ways. Collaborate on projects that impact real lives. Save on gas – we offer a flexible work plan around your schedule and many projects can be advanced from a home office. You'll have access to resume-building opportunities and a network of leaders otherwise inaccessible at larger workplaces. Expect a solid reference for high performance.

Brief Description of Job Responsibilities: Listed below are two organizational priorities where we need support to meet our goals. We'll take time to understand your interests and strengths and align them with what needs to be done. We want you to be excited about what you're doing and perceive value and purpose from your efforts:

1) Priority: Measure Performance to Demonstrate Return on Investment

Related Duties

- Develop and maintain database of performance metrics for SonLight Power outreach
- Maintain and grow database of SonLight Power stakeholders for fundraising/development purposes
- Use social media to effectively communicate SonLight Power stories and testimonials with targeted networks
- Other tasks as assigned by SonLight Power team

2) Priority: Build Framework for Sustainable Operations

Related Duties – Collaborate with SonLight Power leadership team to...

- Identify and develop efficiencies in SonLight Power supply chain and program execution
- Develop/refine budgets for SonLight Power's three program areas (mission trips, equipping trips, solar training)
- Help with office administration

Key Skills to be successful in role: Positive Energy; Desire to Learn; Team-oriented; Creativity; Ability to Manage Change; Excellent Communication & Organizational Skills; Excellent Microsoft Office (especially Excel) Skills; Experience with Databases, Surveys, Statistics. Fluency in Spanish language preferred, but not required.

Internship Contact for this Opportunity: Executive Director, Kevin Sasson, is part of the Long Blue Line. Kevin is a 1993 St. Xavier alumnus and starting wide receiver on the Bombers' first-ever state football championship appearance in 1992.

Internship Start Date and End Date: TBD

Rate of Pay: Unpaid

Hours per Week: Flexible hours, depending on project work

Transportation: Candidate will need own transportation.

20. Project Management Position for Demolition/Construction Company

Number of Positions: 1 position

Company Name and Internship Address: O'Rourke Wrecking Company (660 Lunken Park Dr. Cincinnati, OH 45226)

Brief Description of Job Responsibilities: Assisting in construction project management and estimating.

Key Skills to be successful in role: Interest in construction/engineering/design. Excellent attitude and understanding of technology.

Internship Contact: HR Department

Internship Start Date and End Date: Flexible on dates

Rate of Pay: Paid position - \$11-\$14/hr

Hours per Week: 25-40 hours

Transportation: Candidate will need own transportation.

Potential Additional Positions being finalized:

21. L3 Technologies