Opportunities for You!

CATAWBA COLLEGE | CAREER SERVICES

August 2014

Here are some opportunities and internship programs for the fall- (and next spring.)

Don't forget to check College Central Network (www.collegecentral.com/Catawba) for jobs posted to our website and listings of over 500,000 jobs nationwide.

Please let Career Services know when you apply for/obtain any of these.

***WSAT Memories 1280 Radio Station, Salisbury, NC**

Radio Broadcasting and Sales Internship with

Internships for Fall 2014

Multiple positions available.

Interested in learning radio from bottom to top?

Time divided: 50%
News
Sports (WSAT broadcasts Catawba Sports and American Legion Baseball).
Weather, Community Events

Production (how commercial, news are produced)
On Air Work with Music, Local Events

50%
Radio Sales: Sales and Marketing
including: how to present yourself, prospecting, written presentations, research, sales call, closing.
Social Media Marketing, Website updates, Email Campaigns

Pay: Commission

To apply:

Send resume to rmperry@catawba.edu and erhake@catawba.edu

This opportunity is open to all majors and a great experience for any student.

*Rowan County Youth Services Bureau, Inc. Salisbury, NC

This private, nonprofit, United Way agency seeks two (2) interns to assist them in developing marketing goals and strategies. In particular, agency staff will work with students to conduct market research to determine how the agency is perceived in the community and by consumers of its services and programs. The results of this research will be used to create a comprehensive marketing plan that may include a new agency name, logo, etc.

This is an exciting opportunity for students to work with a progressive, innovative organization that provides programs and services to young people and their families. Students will work in a relaxed, casual office environment with significant flexibility in determining their work days/hours. The agency will ensure that this is a mutually-beneficial assignment by providing interns with as many opportunities as possible to enhance the knowledge and skills learned in the classroom.

To apply, contact Robin Perry in Career Services rmperry@catawba.edu 704-637-4384

*Fastenal Company 117 Bevan Dr., Mooresville, NC

Sales Trainee
Part-Time Position

The Fastenal Company would like to invite ambitious, hard-working individuals to apply for the position of Sales Trainee PT. Applicants should be able to bring new ideas and improvements to business practices; remain fair, respectful and moral in all situations; and work well both independently and as part of a team.

ABOUT US:

Since 1967 Fastenal has grown from a single store to more than 2,700 locations, each providing tailored local inventory and personal service for our customers.

As a debt-free company that typically doubles in size every four to five years, we are committed to training, promoting from within, and creating opportunities for our employees. If you have an entrepreneurial spirit and are looking to make your mark as part of an elite growth company, you won't find a better fit than Fastenal.

OVERVIEW:
Working in the role of part-time Sales Trainee, you will have the opportunity to balance formal training with real-world experience running a store and working with customers. It's a great way to learn the ropes of our fast-paced industry and potentially transition into a full-time sales position. Fastenal Company is currently seeking candidates for a part-time Sales Trainee position at our store located at 117 Bevan Dr., Mooresville, NC.

TRAINING PROGRAM:
The training experience includes hands-on, on-line, and classroom training offered through our corporate university. The training program for current employees who are promoted into these positions will vary based on prior experience with the company.

RESPONSIBILITIES:
The duties and responsibilities of this position include, but are not limited to:
o Assisting with sales/customer service
o Managing inventory
o Placing and fulfilling orders
o Performing local sales calls and deliveries with company vehicle

POSITION QUALIFICATIONS:
The skills and qualifications required for this position include:
o 18 years of age or over
o A strong aptitude for sales and desire to earn salary plus commission after the training period
o A valid driver's license and the ability to meet our driving record requirements
o The ability to demonstrate Company values of Innovation, Teamwork, Ambition, and Integrity
o Strong computer skills and math aptitude
o The ability to lift, slide and lower packages that typically weigh 25lbs-50lbs and may weigh up to 75lbs
o Possess or are working towards an Associate's Degree in Business/Marketing OR have equivalent industry experience and knowledge of the local market
o Ability to pass the required drug test (applicable in the US, Puerto Rico, and Guam ONLY)

EOE Minorities/Females/Veterans/Disabled

To apply click on the link below:

https://assess.shlonline.com/default?action=url&key=c2e8ec6cf2d274&lang=en_us

Please respond by Monday, August 25, 2014

*St. Luke's Episcopal Church 131 W. Council Street—Salisbury

Nursery worker-part time

Seeking a nursery worker for Sunday mornings from approximately 9 AM - 12:15 PM. Responsibilities include watching approximately 4-7 children (ages 6 months to 3 years) during the Sunday School hour and weekly worship service. Additional help may be needed some evenings, especially on 3rd Sundays from 5-7 PM, and on Wednesday evenings during Lent (which falls from mid-February through late-March).
Preference will be given to applicants who are available during Catawba's extended breaks. The position pays $10/hour. To apply, please send a one page letter of interest, including references, to Dr. Margaret Stahr at mlstahr@catawba.edu by Friday, August 29, 2014.

*Rowan County
Human Resources

130 West Innes Street, Salisbury, NC 28144-4326

Phone (704) 216-8100 FAX (704) 216-8110

www.rowancountync.gov

PERMIT ASSISTANT (Building Inspections)

Performs varied clerical duties in the Building Inspections Department; assists the public with completing building, electrical, plumbing, and mechanical permits; collects fees and issues permits; schedules inspections and enters data into the computer system; answers telephone and assists the public with questions; processes mail; types and proofreads correspondences; files; and prepares and maintains a variety of records and reports.

Requires considerable knowledge of office practices and procedures; considerable knowledge and ability to proofread, use correct grammar, vocabulary, and spelling; skill in operating personal computers and related software including Microsoft Word, Excel, and Power Point with proficiency; ability to apply independently specific laws, departmental rules, and regulations relating to verifying, processing, and maintaining records and documents; and the ability to answer most inquiries and questions independently.

Requires graduation from high school and two years of clerical experience, preferably supplemented by community college courses in secretarial science or business administration; data entry skills are required.

Starting Salary $24,300 - $26,200 (commensurate with experience). BENEFITS. Submit application to Rowan County Human Resources, 130 W. Innes St., Salisbury, NC 28144 by August 29, 2014. Applications are available at www.rowancountync.gov/hr

OFFICE ASSISTANT III
(Social Services)

Critical position providing good customer service to the citizens coming to Social Services for assistance; performs varied clerical functions including front desk reception, processing of incoming and outgoing mail, and switchboard operation; assists in the purging of records; provides clerical support to the Economic Services Division; and involves extensive public contact setting the tone for the customer experience.

Requires knowledge of office practices and procedures; the ability to type with accuracy; the ability to gather and give basic information and instruction regarding departmental programs based on inquiries; and the ability to use numerous computer systems that support the public assistance programs.

Requires high school diploma or GED and one year of clerical customer service experience in a fast-paced office setting, preferably supplemented by community college courses in computer technology and business administration.

Starting Salary $22,000 - $23,800 (commensurate with experience). BENEFITS. Submit resume and application to Rowan County Human Resources, 130 W. Innes St., Salisbury, NC 28144 by September 4, 2014.

Applications are available at www.rowancountync.gov/hr

We Administer Pre-employment Drug Tests, Conduct Criminal Background Investigations, and Driving History.

* **Summer 2015 Internship**

The American Council On Renewable Energy (ACORE) recently announced their partnership with NASCAR Green and the launch of the Finish First Fellowship program, which will give up to five students interested in careers in renewable energy an opportunity to work on energy solutions at Lockheed Martin. Please see the link below for additional details about the program.

Lockheed Martin and ACORE are teaming up on the USA Finish First Fellowship (F3) program, which will connect students in STEM-related fields with career opportunities in renewable energy.

The F3 program will provide up to five students the unique opportunity to engage with senior energy executives and learn about the exciting advanced energy programs, renewable energy and energy efficiency-related projects at Lockheed Martin. The F3 program will also allow students the opportunity to support ACORE's official partnership with NASCAR Green.

The fellowship program will enable students to explore careers in energy during summer 2015 internship experiences at Lockheed Martin. The submission process will be open through November 15, 2014.

http://acore.org/nascar-green-2/item/4049-nascar-green

*Charlotte Hornets **Charlotte, NC**

Fall Internships

These internships are unpaid and require the intern to receive academic credit, as well as be in the office 20-40 hours per week.

To apply, the individual must create an account on TeamWork Online, the site used for hiring with most professional sporting teams. http://charlotte.teamworkonline.com/teamwork/jobs/default.cfm This is the main link for their hiring summary. It includes all open positions and a link to create a TeamWork Online account.

*White House Internship Program

Spring 2015—Apply by Sept. 7, 2014

The Spring 2015 application is open and the application deadline is **September 7, 2014**. The White House Internship Program's mission is to make the "People's House" accessible to future leaders from around the nation. This hands-on program is designed to mentor and cultivate today's young leaders,

strengthen their understanding of the Executive Office of the President, and engage them in public service opportunities.

We encourage you to visit www.whitehouse.gov/internships for detailed information about eligibility, the program, the application process, and the departments that participate in the program. A complete application includes:

- series of short answers
- one-page resume
- responses to two essay questions
- two letters of recommendation

Click on the website for details to apply.

***Babysitters List**-

If you are interested in being on the baby sitters list for Catawba, please send me a brief note with your experience, contact information and any certifications.

Folks in the community and on campus often ask me for a list of students who would be available to babysit and I would be glad to add you to this list if this is something you enjoy and have previous experience.

E-mail me at rmperry@catawba.edu

If you have any questions, feel free to contact the Career Services office located in the Student Affairs office in the Cannon Student Center.

rmperry@catawba.edu 704-637-4384