

February 2016 Opportunities!

***Salisbury Eye Care and Eye Wear**

Salisbury, NC

IT/MARKETING INTERN Spring/Summer 2016

Intern will learn cutting-edge marketing strategies while learning business communication skills for this **new optometrist office in Salisbury**. Assist in a new, growing business and have the opportunity to learn and make valuable contributions. Experience is needed with Word, internet, google documents, google search, and google maps. Professional image, attention to detail, follow-up skills and great communication skills are necessary. Driver's License is needed and own transportation.

Job Description

Research referral opportunities in area.

Mailings to referral offices.

Determine results from marketing campaigns.

Assist with advertising and marketing promotional activities.

Assist with search engine optimization strategies.

Visit vision, medical and other professional offices to deliver gift bags and promotional material.

Attend trade shows and community events to promote office.

Network at events to build office awareness.

If interested please send resume to: Dr. Melanie Denton, 205 E. Council St. Suite B Salisbury, NC 28144 (704) 310-5002 info@salisburyeyecareandeyewear.com

www.salisburyeyecareandeyewear.com

***Catawba College Athletic Development – Chiefs Club**

Chiefs Club Intern

PRIMARY PURPOSE:

The Athletic Development Intern will gain experience in fundraising and donor relations while providing support to the daily operation of the department. This position will assist with the coordination of projects and events for all capital and endowment priorities. This is an 8 – 10 month internship with anticipated start date of July 1.

ESSENTIAL DUTIES and RESPONSIBILITIES:

1. Perform donor and prospect research
2. Assist with the coordination of the annual membership fund drive
3. Directly assist in the planning and execution of all Chiefs Club events
4. Football and Basketball game day development support
5. Assist with donor stewardship including the filming and coordination of student-athlete endowment videos

6. Assist with special projects for external communications
7. Assist with daily office operations including phones, mailings, etc.

REQUIRED SKILLS and COMPETENCIES:

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be working toward an undergraduate degree or have already obtained one
2. Interest in athletic development
3. Efficient with Microsoft Office, especially Microsoft Excel
4. Friendly and personable
5. Willingness and ability to try new things

Requirements to be included:

- Skills (Facebook, Twitter, Instagram, LinkedIn, Heavy Email)

DESIRED SKILLS or COMPETENCIES:

1. Self-motivated and have a strong work ethic
2. Major or minor in Business, Marketing, Public Relations, Communications, or Sports Management preferred
3. Intercollegiate Athletic Development experience is highly desirable

TO APPLY:

Email letter of interest, resume, and 2 letters of recommendation to Joey Knight at jnknights14@catawba.edu.

***Please note, this is a part time, 8 to 10 month position**

Catawba College Development Office

Intern

***ZP Enterprises** Salisbury location

Part- Time Office Administrative Assistant

A Salisbury based manufacturer that produces prototypes and production parts for aerospace, medical, energy, and automotive applications is seeking to fill a permanent position that has been created in response to steady business growth over the past year.

Overview:

We are seeking an Office Administrative Assistant to work part-time supporting our group on a variety of diverse projects. This position has a flexible, part-time schedule of about 20-25 hours weekly with the potential to grow into a full-time position.

The right candidate enjoys working with a wide variety of people, dealing with data, and working in a fast-paced environment. You should be able to juggle multiple tasks and adapt to new priorities on the

fly; be highly productive and detail-oriented; exhibit meticulous organizational and customer service skills; and must be computer literate and proficient with Microsoft Office programs.

Essential responsibilities and duties include:

- Data entry of highly detailed information
- Copying, scanning, filing and faxing documents.
- Creating purchase orders and ordering office supplies.
- Reviewing data for accuracy and following up with individuals when issues arise.
- Answering phones and supporting the reception desk.
- Other duties as assigned.

Required Qualifications:

- 3-5 years of prior administrative or office support experience; in a manufacturing environment a plus
- Experience with Accounting (A/P and A/R) and Purchasing support, a plus
- Proficiency in Word, Excel, Outlook; prior experience with an ERP system a plus
- High School graduate or equivalent
- Strong organizational and follow up skills
- Ability to solve problems
- Ability to read, write, and understand English
- Multi-tasker and detail oriented
- Experience working in a fast-paced manufacturing environment

If interested, send resume to: MDorrell@zpellc.com



***Carolina Spine & Hand, PA**

Salisbury, NC

Part Time Fitness Minded Aide/Tech

Small physical therapy practice looking for a fitness minded individual to help with patient care.

Will train you in our treatment and exercise methods.

Salary is negotiable based on experience.

Hours:

Mon and Wed: 8am - 5pm

Tues and Thurs: 8am - 6pm

Fri: 8am - 1pm

If interested, please send response to: jjostdpt@gmail.com

If there are questions, please call 704-636-4646.

<http://carolinaspineandhand.com/>



***City of Salisbury**

Fire Control Specialist

Click on link to see description- [Fire Control Specialist](#)



***Inside Sales and Marketing Intern**

Department: Sales and Marketing Reports to: Marketing Specialist

Company background

Integro Technologies Corp is a growing machine vision integration company. Our current products include custom engineered vision systems to major manufacturing operations internationally (www.Integro-Tech.com for a more complete company overview). Our systems are custom designed in-house for a wide variety of interesting and unusual customer applications. We are known in the industry for our innovative solutions, quality workmanship, and technical support.

Job Overview

Integro Technologies is looking for a talented and competitive Inside Sales and Marketing Intern that thrives in a challenging environment. The successful candidate will play a fundamental role in achieving Integro's ambitious customer acquisition and revenue growth objectives. Candidate must be comfortable making dozens of calls per day, working independently, generating interest, qualifying prospects, and initiating lead generation through existing resources and independent resourcefulness.

Key Responsibilities

- Source new sales opportunities through inbound lead follow-up and outbound cold calls and emails

- Route qualified opportunities to the appropriate sales executives for further development and closure
- Assists sales team in filling training classes and scheduling sales territory prospect meetings
- Research accounts, identify key players and generate interest within territories via phone calls and email campaigns
- Maintain and expand the database of prospects within the company's BPA CRM

Minimum qualifications

- Well organized
- Ability to work autonomously
- Excellent verbal and written communications skills
- Strong listening and presentation skills
- Ability to multi-task, prioritize, and manage time effectively
- Strong computer skills (Microsoft Office and Google products, such as Google Doc formats)

Benefits

- **Paid internship**
- 20-24 hours per week

Submit resume and cover letter to hr@integro-tech.com

***Green Seal, Inc.**

Lexington, NC



Outreach Associate

Part-Time

Green Seal, a nonprofit organization headquartered in Washington, D.C., is the nation's premier nonprofit science-based ecolabel. Since 1989, Green Seal has promoted the manufacture, purchase, and use of environmentally responsible products and services. Through its standard-setting, certification, and partnership programs, Green Seal identifies environmentally responsible products and services; educates consumers and purchasers regarding environmental impacts; and encourages manufacturers to develop new products that have significantly less impact on human health and the environment. www.greenseal.org

Position Overview:

Green Seal is seeking a part-time Outreach Associate, 20 hours per week, with some flexibility to days and hours. This is an excellent opportunity for a candidate looking for an entrepreneurial, hands-on experience. Candidate will be a contributing member of the organization's Outreach and Strategic Relations department.

Duties may include:

- * Assist with responses and outreach to potential applicants for certification
- * Industry and trade association outreach/research
- * Help respond to purchaser inquiries related to Green Seal's standards and certified products and services
- * Support activities between OSR and other Green Seal departments (e.g., Client Services, Marketing, and Communications)
- * Support launch and integration of new CRM database

- * Assist with calls and webinars
- * Travel and logistics support

Qualifications:

- * Need to be creative, outgoing, organized, and professional
- * Must be a detail-oriented person and able to multitask in a fast-paced environment
- * Strong time management skills
- * Associate or Bachelor Degree preferred
- * Proficient skills in Microsoft, CRM, online research
- * Familiarity with/interest in sustainability issues helpful

Hourly compensation based on qualifications. The office is located in Lexington, NC close to Highway 52, and includes a dog and a cat.

Please send cover letter, resume, and three references to mpetruzzi@greenseal.org by **February 24, 2016**.

***BL Jones General Contractor**

Salisbury, NC

Assistant-Part time

Need someone to help with general construction projects for this residential builder. Athletes would do well here. Ability to do some lifting and assist with building/construction projects. Starting at \$10/hour.

Need is for spring and summer, and perhaps more.

Contact Mr. Bobby Jones, owner if interested: bobcat1340@gmail.com or 704-640-1608

***State Farm Insurance**

Rush Rollins State Farm Agency

Lexington, NC

Team Member Intern, Part-Time, and Full Time positions available.

Are you outgoing and customer-focused? Do you enjoy working with the public? If you answered yes to these questions, working as a prospective Team Member with Rush Rollins State Farm may be the career for you!

Competencies Expected for This Role

Enthusiastic and persuasive in soliciting customer interest in / application for sales of insurance and financial products to help people manage the risks of everyday life, recover from the unexpected, and realize their dreams.

Core Competencies Include

- Excellent communication skills – written, verbal and listening
- Team oriented

- Organization skills required
- Dedicated to customer service
- Experience with computer applications, such as Windows
- This position requires outbound calling including cold calls to potential customers.
- *May require you to work certain evenings (for marketing/events) and/or Saturdays.

To apply, contact Mr. Rush Rollins State Farm Agency Lexington, NC

Direct line 704-224-8228

Mr. Rollins is a Catawba grad, class of 2005



***Clemson University's Youth Learning Institute 4-H Summer Camp**

Camp Counselor- Summerton, SC

May-August 2016

Description:

4-H summer camps provide an opportunity to experience new and exciting activities; including climbing wall, archery, canoeing, and many others offered in a safe, supervised environment where campers can explore new areas of interest with encouragement from trained counselors and staff. Counselors lead, instruct, and supervise campers in all areas of summer camp programming. The camp is run out of the RM Cooper Leadership Center in **Summerton, SC**. We are involved in all of the following types of camps: 4-H, disability and special needs, and traditional programs. You can take a look at our camp by going to our website at <http://4hsummer.camp>

Principal Duties:

- Assist in teaching all components of the summer camp program including canoeing, teams course, high ropes, climbing wall, recreation, arts and crafts, swimming, tubing, paintball, and archery (training provided).
- Lead campers in daily program classes and activities (wake-up, flagpole, meals, campfire, and wrap-up).
- Become actively involved in all program activities, leading and participating in evening recreational and instructional times as scheduled.
- Assist with routine clean-up.
- Choose a specialty area to assist as needed with rental group responsibilities.
- Set-up, maintain, and break down the site and program areas.
- Perform direct supervision of children while involved in classes and activities.
- Perform camp counselor duties including staying with and attending to campers over night while they are at camp.
- Perform duties that are required by the Camp Director.

Qualifications:

- Must have a High School Degree.
- Working toward college degree (Juniors/Senior sought after).
- Residential camp experience preferred.
- Must have the patience, understanding, flexibility, and energy to work and live with campers and staff.
- Must demonstrate teaching skills and the ability to implement creative “hands-on” teaching methods.
- Must be willing to sacrifice, adapt, and work hard as part of a team pursuing one common goal and objective.

Salary: \$440-\$580 twice a month plus room and board and a sickness/accidental insurance plan.

Contact: If you are interested in the position please send your resume and three professional references to Candice Heatherly at ceharpe@clemson.edu



2016 Camp Flyer
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Clemson University is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status or genetic information.



Clemson University’s Youth Learning Institute

Camp Voyager

Summer Camp Counselor

May - August 2016 Youth Learning Institute Education Headquarters, Pickens, South Carolina

Description:

Become a professional role model through leading, instructing, and supervising campers in all areas of summer camp programming offered. Camp Voyager (technology) runs from the Youth Learning Institute’s Headquarters and Education Center in Pickens, SC and provides opportunities to experience a wide variety of new and exciting challenges. Activities range from traditional camp programming to adventure and **technology based programming including climbing walls, high ropes courses, Lego Mindstorm NXT Robotics, paintball, I-movie, Sphero robots, LittleBits, team building activities and video game arcade games.** All programs are offered in a safe, supervised environment where campers can explore new areas of interests with encouragement from trained counselors and staff. You can take a look at our camp by going to our website at <http://voyagersummer.camp>.

Principle Duties:

- Build self-esteem in campers by assisting in all components of the summer camp programs including adventure, team building, technology, basic machine building and engineering.

- Lead campers in daily program classes and activities (wake-up, flagpole, meals, campfire)
- Represent Clemson University and YLI by becoming a positive role model for every camper.
- Become actively involved in all program activities, leading and participating in evening recreational and instructional times as scheduled
- Perform camp counselor duties including staying and attending to campers overnight as well as supervising campers while involved in classes and activities
- Assist with routine clean-up
- Set-up and maintenance of site and program areas
- Program duties assigned by the Camp Director

Qualifications:

- High School graduate working towards college degree in Education, Parks and Recreation, Computer Science, Engineering, natural sciences or related field.
- Must have the patience, understanding, flexibility and energy to work and live with staff and campers 24 hours a day
- Must demonstrate teaching skills and the ability to implement creative “hands on” teaching methods
- Must be physically able to perform the tasks required to teach outdoors
- Camp experience preferred
- Must be willing to sacrifice, adapt and work hard as part of a team pursuing one common goal and objective

Salary: \$440 - \$580 twice a month plus room and board and a sickness/accidental insurance plan.

Contact: If you are interested in the position please send your resume and three references to Candice Heatherly at ccharpe@clemson.edu



2016 Camp Flyer
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***Teach for America**



Want to inspire every day? The Teach For America corps gives you the chance to join more than 50,000 teachers and alumni in inspiring kids--and being inspired--in unexpected ways on your journey to help ensure all kids have access to an excellent education.

The **final application deadline for college seniors and graduate students** (and second early deadline for the class of 2017) is **March 4**. What could you do to change the world? Find out. [Start your application today!](#)

Teach For America Corps Members receive full salary and benefits, federal student loans are deferred, and we encourage ALL majors and career backgrounds to apply.

Looking to learn more about jobs with social impact? **On February 23rd, attend a free, virtual event** with representatives from **six service-focused non-profit organizations**—Teach For America, City Year, Citizen Schools, Reading Partners, Peace Corps, and Playworks. You'll gain a deeper understanding of each organization's mission and role in solving our world's greatest challenges, and learn more about specific job openings for undergraduates and professionals. There'll be lots of opportunity for Q&A and application tips for each organization. **Register now:** <http://bit.ly/1nyjgVL>

****Marketing Internships**

I have several companies that need interns in marketing for introducing a new product or office, and managing social media. Some work can be done remotely. Creativity and social media skills needed. Check them out.

These are great opportunities. Contact me at rmperry@catawba.edu for details!

Our website www.collegecentral.com/Catawba

lists opportunities both locally and nationwide- in all areas- for internships, part time and full time opportunities.

If you haven't already, go to the site, click on "forgot your password" and enter your ID , the name part of your Catawba e-mail address i.e. rmperry or rmperry15- then list your entire e-mail address.

Once you are in you must update your registration by filling in the form.

There are thousands of opportunities there! Sign up today. Contact me if you have any questions. rmperry@catawba.edu