SAC & Union Facilities Operations Internship Opportunities
Welcome!

Have you been considering getting an internship for the semester? Well now is the perfect opportunity to apply! The Department of Facilities Operations for the Student Activities Center and Stony Brook Union offers a variety of internships that grant hands-on experience for students eager to gain real life experience, and all for credit! Each internship offers unique work experience that aim to give the student transferrable skills. Review our positions below, and consider applying!

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Position Summaries

Accounting Internship (6-12 hours per week, 0-3 academic credits)

The Accounting Internship provides an opportunity for exploring the fields of general accounting and finance. Through successful completion of the program, interns will be able to articulate hands-on experience with several key entry level responsibilities. The position will challenge the intern to cultivate and deploy moderate-level Microsoft Excel skills.

Web Content Internship (6-12 hours per week, 0-3 academic credits)

The Web Content Intern will have the opportunity to help shape the content and structure of a vital sub-division of the University’s website. Their task will be to help revitalize and expand our department’s web presence, by integrating new content with our existing, and future online resources. If you are an individual who has the ability to meet tight deadlines while working both independently and as part of a team, then this will be an invaluable internship experience for you.

Marketing Internship (6-12 hours per week, 0-3 academic credits)

As the Marketing Intern for the Reservations Office, your primary goal will be to research and develop pieces to market our two facilities, the SAC & SB Union. You will also be developing and updating current marketing materials currently used by the SAC & SB Union. Creativity, attention to detail, and professionalism, should be your motto if you are considering applying for this position.

Operations Internship (6-12 hours per week, 0-3 academic credits)

The Department of Student Activities-Facilities manages nearly 20,000 events annually between two student centers totaling 300,000 square feet. Our department is proud to offer a challenging and rewarding internship to qualified candidates who seek a hands-on experience learning how to manage facilities and event productions. Interested candidates should thrive working on their feet in a fast-paced, dynamic, and results-oriented work environment.

Special Events Internship (6-12 hours per week, 0-3 academic credits)

The Special Events Intern, will have the opportunity to see behind the scenes of event management. You will get a chance to see the inner workings of University policies & procedures at work, as you create, you will meet with clients, join on tours of our space & gain a deeper understanding of what it takes to put on a large scale event. If you are an individual who is a self-starter, who can creatively solve problems & enjoys working with others, then this will be an invaluable internship experience for you.
Student Learning Objectives (SLO)

What should interns be able to do?

Student interns should be able to demonstrate an increase in their practical competence by learning transferrable skills in project management.

How will interns be assessed?

Interns will meet monthly with a group facilitator to discuss their internship experience. Each intern will prepare an end-of-semester presentation where they will self-identify what they learned during their experience. Supervisors will observe interns during the semester. The Assistant Director of Facilities Operations will coordinate monthly intern meetings and ensure all interns are actively working towards their final presentation.

What is our desired learning outcome?

As a result of interning with our department, students will be able to demonstrate an increase in their practical competence by learning at least two transferrable skills as demonstrated by self-assessment.

Expectations of students

Each student will be required to set academic goals for your internship with your faculty sponsor, and the degree to which you meet those goals will be evaluated and graded. Your partners in the EXT 488 internship are the Career Center, your faculty sponsor, and your site supervisor. Communicating with all three partners is essential. Career Center requirements:

- set learning goals related to either your major or career goals
- keep submit a journal account of your experiences
- evaluate your learning goals at mid-semester
- receive an evaluation from your internship site supervisor (i.e. boss)
- communicate with Career Center and faculty sponsor throughout the semester
Title: Facilities Operations Accounting Intern

Summary: The Accounting Internship provides an opportunity for exploring the fields of general accounting and finance. Through successful completion of the program, interns will be able to articulate hands-on experience with several key entry level responsibilities. The position will challenge the intern to cultivate and deploy moderate-level Microsoft Excel skills.

Reports to: Assistant Director of Facilities Operations, SAC & SB Union.

Responsibilities:
1. Track and code supply expenditures.
2. Administer professional correspondence.
3. Analyze and forecast student staff payroll expenditures.
4. Create charts and graphs that reflect spending patterns.
5. Provide administrative support, including filing.
6. Other acts of heroism as needed.

Qualifications:
1. Demonstrate an understanding of the importance and commitment to this role.
2. Ability to display initiative.
3. Take pride in your work. Have fun and always wear a smile.
4. 2.50 cumulative grade point average.
5. Excellent interpersonal and organizational skills.

This is a Non-Paid, Credit-Bearing Internship Requiring 6-12 hours/weekly
Title: Facilities Operations Website Content Intern

Summary: As the SAC/Union Facilities Operations Web Intern, you'll have the opportunity to help shape the content and structure of a vital sub-division of the University’s website. As a Web Design Intern you will collaborate closely with the Fac/Ops Director, Assistant Director, and Service Coordinator. Your task will be to help revitalize and expand the Fac/Ops web presence, by integrating new content with our existing, and future online resources. The Web Intern will also hand-code HTML updates to various site pages, create new sections and user features. If you are an individual who has the ability to meet tight deadlines while working both independently and as part of a team, then this will be an invaluable internship experience for you.

Reports to: Student Activities Service Coordinator, SAC & SB Union.

Responsibilities:
1. Developing an infrastructure for future webcast and video conferencing.
2. Managing the student employee web portal.
3. Developing and routinely updating department website with upcoming VIP events.
4. Actualizing departmental news and announcements.
5. Developing new marketing publications promoting SAC & SB Union services online.
6. Design and create a Flash media animations.
7. Keeping track and routinely update tenant and departmental contact information and links.
8. Other acts of heroism as needed.
9. Assist with the organization and development of website content

Qualifications:
1. Demonstrate an understanding of the importance and commitment to this role
2. Ability to display initiative
3. Take pride in your work. Have fun and always wear a smile
4. 2.50 cumulative grade point average
5. Excellent interpersonal, organizational, and phone skills
6. Knowledge of HTML coding, and/or other web-based coding systems
7. Some knowledge of Photoshop's web graphics tools
8. Must be a team player and able to work independently but seek assistance readily when needed
9. Excellent written and oral communication and problem solving skills

This is a Non-Paid, Credit-Bearing Internship Requiring 6-12 hours/weekly
Title: Marketing Intern

Summary: As the Marketing Intern for the Reservations Office, your primary goal will be to research and develop pieces to market our two facilities, the SAC & SB Union. You will also be developing and updating current marketing materials currently used by the SAC & SB Union. Additionally you will gain marketing experience by providing administrative support to the Reservations Office and administering professional correspondences. You will collaborate regularly with the Student Activities Service Coordinator on these projects. Creativity, attention to detail, and professionalism, should be your motto if you are considering applying for this position.

Reports to: Student Activities Service Coordinator, SAC & SB Union.

Responsibilities:
1. Contacting leads and outreach proactively with various organizations/companies.
2. Development of a marketing campaign for our VIP events on our website.
3. Create vibrant and effective brochures and flyers.
4. Provide administrative support to the Office of Facilities Reservations and exceed the expectations of all internal & external customers.
5. Other acts of heroism as needed.

Qualifications:
1. Graphic design skills.
2. Strong written and verbal communication skills, editing and proofreading.
3. Working experience with Photoshop and Microsoft Office applications.
4. Demonstrate an understanding of the importance and commitment to this role.
5. Track record of consistent & accurate performance.
6. Ability to display initiative.
7. Creative and independent working habits.
8. 2.50 cumulative grade average.

This is a Non-Paid, Credit-Bearing Internship Requiring 6-12 hours/weekly
Title: Operations Intern

Summary: The Department of Student Activities-Facilities manages nearly 20,000 events annually between two student centers totaling 300,000 square feet. Our department is proud to offer a challenging and rewarding internship to qualified candidates who seek a hands-on experience learning how to manage facilities and event productions. Interested candidates should thrive working on their feet in a fast-paced, dynamic, and results-oriented work environment.

Reports to: Facilities Manager, SAC & SB Union

Responsibilities:

1. Execute the closing and opening procedures for two high traffic student centers on campus.
2. Maintain an exceptional level of customer service to users of the Student Activities Center and Stony Brook Union.
3. Physically setup programming spaces by unloading/arranging tables, chairs, staging, etc per setup reports.
4. Provide direction and leadership to student staff to ensure that all phases of event production are implemented in accordance with University and departmental policies and procedures.
5. Conduct QAT inspections of Student Activities Center and Stony Brook Union.
6. Manage emergency procedures as needed during assigned shift.
7. Maintain open channels of communication with all building occupants, organizations, and facility users and respond in a pro-active manner to complete all necessary requests.
8. Serve as department liaison to University Police, Department of Environmental Health & Safety, West Campus Physical Plant, Events Management Committee, and other campus services.

Qualifications:

1. Track record of consistent & accurate performance.
2. 2.50 cumulative grade average.
3. Ability to display initiative and creative and independent working habits.
4. Excellent interpersonal, organizational, and phone skills.
5. Must be a team player and able to work independently but seek assistance readily when needed.

This is a Non-Paid, Credit-Bearing Internship Requiring 6-12 hours/weekly.
Title: Special Events Intern

Summary: As the SAC/Union Facilities Operations Special Events Intern, you'll have the opportunity to see behind the scenes of event management. You will get a chance to see the inner workings of University policies & procedures at work, as you create, manage & track the progress of the various permits required for events held in our buildings. You will have an opportunity to collaborate with various departments on campus to help promote events, ensure the safety of the campus & enhance your communication skills. Working within the office of Facilities Reservations for the SAC & Union, you will learn our reservations program, 25live, as well as gain valuable office skills. In addition, you will work one on one with the Facilities Scheduler to ensure that our "Red Hot Events" have the best events possible. You will meet with clients, join on tours of our space & gain a deeper understanding of what it takes to put on a large scale event. If you are an individual who is a self-starter, who can creatively solve problems & enjoys working with others, then this will be an invaluable internship experience for you.

Reports to: Facilities Scheduler, SAC & SB Union.

Responsibilities:
1. Create, manage & track progress of all event permits.
2. Communicate with various departments on campus about marketing our events.
3. Manage buildings SCALA system to promote events within the building.
4. Work with Facilities Scheduler on “Red Hot Events” from start to finish.
5. Provide administrative support to the Office of Facilities Reservations and exceed the expectations of all internal & external customers.

Qualifications:
1. Strong attention to detail and customer service experience.
2. Strong written and verbal communication skills, editing and proofreading.
3. Working experience with Photoshop and Microsoft Office applications
4. Ability to display initiative and creative and independent working habits.
5. 2.50 cumulative grade average.

This is a Non-Paid, Credit-Bearing Internship Requiring 6-12 hours/weekly
How to Apply

Facilities Operations SAC & SB Union Internship Opportunities

The Facilities Operations Department offers five credit-bearing internships to gain hands-on experience while developing and enhancing transferable skills for their future careers.

To submit your application via email follow the steps below:

BY EMAIL:

Your E-mail must include the three following items, or your application will be incomplete and not be considered for the position:

1. **Email Subject line:** “Internship Application”
2. **Body of the E-mail:** State the internship for which you are applying, your reasons for applying, and your qualifications for the position. If relevant, include your academic major/minor. *This email will be considered your cover letter.*
3. **Attachment:** Attach a current resume to the email.

E-mail your application to [sacsbuservices@stonybrook.edu](mailto:sacsbuservices@stonybrook.edu).

Because of the volume of applications we receive, we are unfortunately not able to respond to confirm the receipt, or status of your application. Decisions are made by the first day of classes each semester. If you have not been contacted regarding your application by that date, you can assume that you have not been selected for an internship that semester. However, you are welcome to reapply each semester.

If selected for an internship and you plan on getting credit, you will need to register for either CAR 299/499; EXT 288/488; or a course offering through their department that grants credit for internships.