

Internship Opportunities Facilities Operations SAC & SBU

Marketing Intern (12 hrs. per week, 3 Academic Credits)

Student Learning Objectives: Through completion of this internship, students will learn:

- Marketing strategy development for the SAC & SB Union
- Outreach to various organizations/companies
- Development of brochures and flyers
- Administer professional correspondence
- The importance of being reliable and dependable
- Organizational systems (i.e. soft copy archives, hardcopy archives, etc.)

Responsibilities:

1. Contacting leads and outreach proactively with various organizations/companies.
2. Development of marketing kit to promote use of SAC & SBU facilities and services
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.

Billing Specialist Intern (12 hrs. per week, 3 Academic Credits)

Student Learning Objectives: Through completion of this internship, students will learn:

- Manage accounts receivables
- Able to follow and execute cash control procedures
- Billing and invoice reconciliation
- Administer professional correspondence
- The importance of being reliable and dependable
- Organizational systems (i.e. soft copy archives, hardcopy archives, etc.)

Responsibilities:

1. Coordinate the invoicing of all events & services in the SAC & SBU
2. Process and track payments
3. Provide Outstanding Customer Service
4. Assist with Planning Outstanding Events
5. Other Acts of Heroism as required

Administrative Assistant Intern (12 hrs. per week, 3 Academic Credits)

*3 positions available

Student Learning Objectives: Through completion of this internship, students will learn:

- How to research purchases looking for best value at lowest cost
- Writing professional letters
- The importance of being reliable and dependable
- Organizational systems (i.e. soft copy archives, hardcopy archives, etc.)

Responsibilities:

1. Assist with procurement by researching vendor options and price points.
2. Coordinate furniture purchasing and inventory.
3. Coordinate department office supplies, purchases, and Staples business account.
4. Maintain Accounts Payable files and open invoices.
5. Provide administrative and clerical assistance to department senior staff by supporting compliance with human resource policies and quality assessment projects.
6. Create reports and complete special projects.
7. Other acts of heroism as needed.

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

Interested applicants should send a resume and cover letter to Hedieh Resciniti, Assistant Director of Facilities Operations SAC & SBU in Student Activities Center, Suite 220. Email: Hedieh.Resciniti@stonybrook.edu