

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Accounting / MANB					
Accounting	255	Accounting	Work with our accounting firm in one of the three offices located in Mechanicsburg, Harrisburg and Hershey during tax season.	Good communication skills; previous experience a plus.	Mechanicsburg
Accounting	410	Accounting	Entry level staff accountant		Harrisburg
Accounting	623	Accounting	Assist in accounting tasks, bank reconciliations, fixed asset maintenance, personal computer spreadsheets, account reconciliations & quarter-end & year-end functions	Major in Accounting 12 credit hrs., people skills, experience or coursework with PC'S	Harrisburg
Accounting	166	Accounting	Assist in reviewing and documenting various accounting procedures (A/P, A/R, fixed assets, etc); develop ad hoc reports on Lotus.	Lotus WordPerfect	Harrisburg
Accounting	357	Accounting	Assist in the preparation of individual, corporate, partnership, and fiduciary tax returns; preparation of payroll tax returns; tax research; compile, review and audit financial statements. .	Intro and intermediate accounting courses. Individual or corporate tax accounting course; Lotus or Excel. GPA of 3.2 or higher.	Camp Hill
Accounting	12	Accounting	Assist management in implementing a new computer/accounting system.	Accounting skills, ability to communicate with management and working knowledge of computers.	Coatesville
Accounting	371	Accounting	Assist with monthly financial statement preparation; project management; preparation for external audit; education billing; reconciliation of accounts; work with automated accounting package.	Knowledge of Windows, Excel and Word	Mechanicsburg
Accounting	730	Accounting	Prepare 1040, 1065, 1120 & 1120S returns; close year end journal entries; assist with payroll reports; year end reconciliations; depreciation schedules; and interest amortization reconciliations	Intermediate level in financial accounting courses; at least one class in tax accounting	Mechanicsburg
Accounting	1074	Accounting	General accounting write-up work for business clients, tax return prpeparation for individulas and businesses, payroll tax returns, audit testing on clients	Able to work with diverse clients and work in a team environment. Has already had personal income tax and auditing courses.	Harrisburg
Accounting	1337	Accounting	The Accounting Intern position is trainee level work in tax auditing under a structured six month paid internship program. Program runs from July through December each year. Duties include on-site pre- and post-audit conferences, analysis of taxpayer records, selection of test samples, calculation of tax deficiency, preparation of schedules, worksheets, and an audit narrative. Harrisburg and other PA cities.		Harrisburg

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Major	Record	Position	Description	Skills Desired	City
Accounting	2549	Accounting	Assist Staff Accountants with preparation of financial statements & tax returns. Research various tax & accounting issues using the firm's library. May also include completion of individual tax forms.	Basic computer skills are required. experience with word-processing and spreadsheet software preferred Internship requires completion of basic and intermediate course work.	Harrisburg
Accounting	2970	Accounting	Intern to perform accounting responsibilities, auditing, etc.	Proficiency in Excel and Word required.	Harrisburg
Accounting	3210	Accounting	- work with a professional, challenging organization - gain working experience in conjunction with your educational studies	- seeking highly motivated, energetic, mature individuals	Mechanicsburg
Accounting	3990	Accounting	20 hours of classroom lecture; 460 hours of supervised work experience. Each student is assigned a mentor who will meet with them and guide his/her experience. Weekly reading assignments, group discussions, and Learning Luncheons will be a part of the experience.	We are looking for a highly motivated energetic individual who enjoys a challenging and fast-paced atmosphere. Candidate must know Windows.	Mechanicsburg
Accounting	5135	Accounting	opportunities to learn about financial planning and the basics of investing; Work on the current project of calculating cost basis on all investments purchased through the firm in the last 15 years. Requires research into dividends paid by various stocks and capital gains on mutual funds to calculate figures for tax purposes	Looking for aspiring accountants and business students.	Camp Hill
Accounting	5195	Accounting	Audits, tax return preparation, bookkeeping, general business consulting, payroll preparation.	Micrsoft Word and Excel; PowerPoint	Harrisburg
Accounting	5359	Accounting	Assist in daily revenue reporting & input and analysis of information for daily cash register and revenue reports.		Hershey
Accounting	5400	Accounting	Hands-on experience in providing quality professional services to clients.		Hagerstown
Accounting	5489	Accounting	Gain familiarity with Quickbooks; help with invoicing and receivables, collections, reconciliations, and quality control of client contracts.	Reliable transportation; some knowledge of Quickbooks is helpful, but not necessary.	Harrisburg
Accounting	5964	Accounting	Provide administrative, clerical and basic accounting support to Financial Department		York
Accounting	6383	Accounting	Intern will work directly under a CPA and prepare information to enable the CPA to prepare tax returns: locating information, coding, collating of data, analysis of information, summary of file data for CPA.	Attention to detail, understanding of income tax laws, actual tax return preparation experience a plus. Excel Capabilities; Income tax course taken - a plus.	Elizabethtown
Accounting	6921	Accounting	Entry level staff accountant		Camp Hill

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Major	Record	Position	Description	Skills Desired	City
Accounting	7062	Accounting	Good hourly rate, 37.5 hrs/wk Consideration for full-time employment following graduation. Valuable work experience in government accounting.	full-time student, junior standing in an accredited undergraduate bachelor's degree program in accounting; completion of the first semester of the junior year (or 75 credits); and satisfactory completion of 15 credits or five courses in the major which included or was	Harrisburg
Accounting	7451	Accounting	Entry level staff accountant		Lancaster
Accounting	7470	Accounting	Responsible for general accounting knowledge and day-to-day interactions with client personnel. Responsibilities include workpaper documentation, financial statement preparation, analytical review, and general written correspondence.		Reading
Accounting	7484	Accounting	Audit merchant service accounts, analyze revenue by product and service, analyze billing system and recommend changes in how product and services and tracked	Previous experience a plus; capability to work in both a team environment and alone with minimal supervision; excellent oral and written communication skills; advanced knowledge with excel, Word, and database preferred	Harrisburg
Accounting	7498	Accounting	Will be used in the the Accounting department to assist with analysis, reconciliations, etc. Taylor-Wharton International is the leading supplier of Compressed Gas, Cryogenic and Precision Valve Products and Services to the global gas community. TWI operates 19 manufacturing, sales, warehouse and service facilities in 6 countries and markets its products in over 80 countries worldwide.	Must be able to use Microsoft Excel	Mechanicsburg
Accounting	7533	Accounting	General ledger activities, accounts payable/receivable. General accounting operations for a small business.	3rd or 4th year accounting, finance or business administration major, must have transportation, strong organizational/interpersonal skills.	Harrisburg
Accounting	7622	Accounting	CCAP tailors its interns to projects available in finance, communications, insurance, risk management, public relations, government relations and meeting planning areas. We select one student each semester whose major matches one or more of the projects we have available.		Harrisburg
Accounting	7667	Accounting	Our e-commerce division operates six internet sites, which continue to generate increased sales and profits. We attribute our success to the drive and intelligence of our associates. Operating in team-driven culture, our goals as a company are boundless.		Camp Hill

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Accounting	7810	Accounting	This internship would provide opportunities in tax preparation for individuals, corporations and partnerships as well as opportunities to assist with compilations, reviews and audits	The ideal applicant would be an accounting major entering their senior year.	Harrisburg
Accounting	5869	Accounting	The Business Office is currently converting fixed asset inventory system to a new software provider. We will also be upgrading the warehouse inventory package for the school district.	No experience, a detail oriented accounting major.	Mechanicsburg
Accounting	6845	Accounting - Government	The Pennsylvania Department of Transportation uses this class extensively in highway construction and maintenance support activities.	computer skills in Microsoft Office applications	Harrisburg
Accounting	7851	accounting / business	max 15 hours per week processing mail; filing; processing accounts payable; proofing statements; processing invoices, payments; recording figures; statement prep; purchase orders	accounting or business major knowledge of Office; basic clerical skills; ability to work independently or with a team; bookkeeping exp a plus	Harrisburg
Accounting	7225	Accounting Intern	create and process month-end journal entries, prepare account reconciliation, run monthly financial statements from system, assist with special projects	knowledge of Microsoft Excel; ability to work at least 16 hours per week.	Harrisburg
Accounting	5508	Accounting/Finance	Preparing monthly financial reports Performing account analysis Compiling monthly financial statements Assisting purchasing department with various tasks Assisting with special projects as assigned	Undergraduate currently enrolled in an Accounting, Finance, or related degree. Experience with Microsoft Excel spreadsheets is preferred.	Harrisburg
Accounting	2675	Accounting/Internal Auditor	Assist internal and external audit staff in the annual audit of the company's financial statements; assist with cost accounting in the business office; work in operations w/ peripheral equipment related to the mainframe.	Experience with Microsoft Word, Excel and Lotus 123 required.	Harrisburg
Accounting	5197	Accounting/Payroll	Accounting Firm: The work will involve hands on experience in a small firm. Accounting, tax preparation, and payroll. Accounting: Monthly input of accounts payable and receivables, compiling monthly statements for Small Business. Taxes: General information, learning the tax programs. Payroll: Monthly, quarterly calculations to process quarterly payroll reports.		Enola
Accounting	1012	Accounting/Statistics	Recording statistics, establishing and updating sampling procedures, generation of transportation statistics. Accounting intern to assist in various projects in the Finance Department. Recording of mileage and ridership statistics daily on the computer, assets reconciliation and classification.	Lotus, Quatro Pro and WordPerfect are all a plus.	Harrisburg
Accounting	5511	AgriBusiness Management	Training includes:intro to work of credit analyst, loan officer, and appraiser. Intern will also analyze farmer's financial data and travel to various county courthouses to collect information.		Mechanicsburg

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Major	Record	Position	Description	Skills Desired	City
Accounting	6403	Appraiser	Perform field inspections of properties and equipment used as security for loans. You will inspect residences, farms, and a variety of machinery and equipment to prepare a final appraisal documents.	Degree in finance, accounting, agriculture, or animal science. Must demonstrate good communications skills, computer competency, and a productive attitude.	Mechanicsburg
Accounting	7891	Corporate Accounting Internship	Assist in preparation of the Company's financial reporting, test internal controls in accordance with the Sarbanes Oxley Act (SOx), and process general ledger transactions	Must have completed first two years of college	Harrisburg
Accounting	6402	Credit Analyst	Examine financial statements of existing and prospective loan customers to identify strengths and weaknesses. Will work closely with on or more loan officers to package loans and leases for customer base.	Degree in finance, accounting, agriculture, or animal science. Must demonstrate good communications skills, computer competency, and a productive attitude.	Mechanicsburg
Accounting	4039	Finance / Accounting	Assist Finance Department in day to day general ledger activities and accounts payables and receivables.	Knowledge of college level math, basic principles and practices of accounting and financial analysis, as well as office procedures and practices. Must be able to communicate effectively orally and in writing, and establish and maintain effective working relationships with	Camp Hill
Accounting	5409	Finance / Accounting	Accounting: prepare monthly credit card expense reports; review credit card expense reports; prepare monthly rental property revenue and expense reports; receive and process all other expense reports; present to finance manager Finance: collect mail weekly; process bills; prepare checks for deposit; enter donations into donor database; assist with annual filings to state; assist in planning special projects; manage donor database	at least JR status; commitment to mission and vision of HOPE; exp in acct/finance; excellent comm skills; attn to detail; ability to multitask; intl travel exp preferred	Lancaster
Accounting	7114	Financial Assistant - Fixed Assets	overseeing the day-to-day activities of fixed asset accounting and reporting in three software packages; exposure to month-end financial reporting close process, financial statement audit document prep, cost report prep, capital budget process; interacting with finance employees and other employees	general understanding of accounting, communication skills, Excel skills, ability to analyze info presented, and eagerness to learn	Mechanicsburg
Accounting	5358	Internal Audit	Assigned to assess maintainence & compliance with appropriate safeguard policies & procedures; location cash audit, operational reviews; assist Corporate Internal Audit Dept. w/ contracts, investigations	EXCEL/WORD; Must be able to work a flexible schedule including days, evenings and weekends	Hershey

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Major	Record	Position	Description	Skills Desired	City
Accounting	6401	Loan Officer	Make regular contact with prospects and existing customers to consult and advise about the services that AgChoice provides. Intern will serve as a source of contact and information for customers. Intern will interact with credit analysts and appraisers to meet the needs of your customers.	Degree in finance, accounting, business management, agriculture, or animal science. Must demonstrate good communications skills, computer competency, and a productive attitude.	Mechanicsburg
Accounting	6724	Tax Preparer	Responsibilities entail many aspects of retail tax business, including preparing and processing tax returns, customer service, daily bookkeeping, daily filing and organizing of the office.	Two tuition free tax classes will be offered to provide knowledge and information necessary. Acctng/Business backgrounds preferred, but upbeat attitude and desire to learn will lead to success.	Mechanicsburg

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Major	Record	Position	Description	Skills Desired	City
Adventure Education / HHP					
Adventure Education					
5198		Adventure Education	Leaders guide groups of teenagers in bicycling, climbing, kayaking, rafting, scuba diving, & surfing in North America. Trips focus on group living, wilderness skills, cooperation, independence, & fun.	Must be 21, have a good driving record, Wilderness First Aid & CPR certifications. Communicate effectively, competence in outdoor activities, great physical condition.	Newport
Adventure Education					
7770		Adventure Education	Specific focus is on the administrative side of Adventure Programming.		Boiling Springs
Adventure Education					
7767		Nature Camp Summer Program	Gain valuable experience while assisting the staff with the teaching of nature topics in a summer camp setting. Ideal candidate should be available for all camps, but the time period is negotiable. Scheduled Camps: June 15-19 9:00am-2:00pm 7-9 year olds June 22-26 9:00am-2:00pm 7-9 year olds July 13-17 9:00am-2:00pm 13-14 year olds July 20-24 9:00am-2:00pm 10-12 year olds	Applicant should be enthusiastic, child-oriented and ready to have fun.	Harrisburg

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Major	Record	Position	Description	Skills Desired	City
Arts Management /					
Arts Management			5-10 hours per week	Sales orientation would be preferable.	Camp Hill
7003		Arts Management			
Arts Management			Prepare direct mail pieces, promotions and publicity for live performing groups; Develop and maintain media outlets; prepare contracts for review and provide oversight; Maintain records and information; participate in related activities.	Major in Music, Theater, Communications or Public Relations required; Computer experience; Must have own transportation; Strong interpersonal skill; Ability to work flexible schedule	Harrisburg
1351		Theatre Arts Administration			

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Major	Record	Position	Description	Skills Desired	City
Biblical & Religious Studies /					
Biblical & Religious Studies			Participate in weekly staff meetings, volunteer work such as working the desk, child care for residents and involvement in the Bagwashhi Circle; a support network for the women.		Harrisburg
7776		BRS Religion			

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Major	Record	Position	Description	Skills Desired	City
Biochemistry / CHEM					
Biochemistry					
3056		Laboratory	This job would be very flexible with 10 to 15 hours per week. Tasks of the job would include micro, wet chem, and office work (such as filing, answering phones, and mailings).		Camp Hill

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Biology / BIOL					
Biology	949	Alternative Medicine	Observe various alternative medicine therapies - chiropractic, herbal, acupuncture, etc. Very little hands-on due to liability. Some clerical and other work may be involved		Hershey
Biology	528	Biology	Participate in various entomological and pathological studies on pests of forest trees. Involves both field and laboratory work.	Interest in forestry, entomology, plant pathology, or biology.	Middletown
Biology	814	Biology	Assist in planning and installing wildlife habitat and wetlands projects, evaluate data, write reports	Biology/Life Sciences Agronomy/Agriculture/Soils	Harrisburg
Biology	5047	Biology	- currently working with Penn State Retina Research Group - Projects: Histamine in diabetic microangiopathy; Glial regulation of blood-retinal barrier; Glial malfunction in short-term diabetic retinopathy; Neural apoptosis in the retina during diabetes	Dr. Antonetti request students have the following classes: Genetics, Biochemistry, Microbiology, Cell Biology, Immunology, and basic lab experience	Hershey
Biology	6952	Biology	Performing fieldwork and data collection Using a GPS unit for GIS Mapping Database development Assisting with projects relating to Geographical Information Systems (GIS) Administrative Duties such as correspondences, report writing, file and database management Assist Council Staff and volunteers with individual project Web Design/Update		Middletown
Biology	7956	Biology	Assisting students in plant taxonomy. Presenting how to collect and press specimens. Photography of Messiah College plant life. The administering of identification quizzes. Presentation on the importance and application of plant taxonomy.		Grantham
Biology	5721	Butterfly House/Gardener	Organize and implement maintenance of Butterfly House plants including watering, pruning, cleaning, monitoring for pests, and rotating host plants in and out of the Butterfly House as necessary; care of butterflies/caterpillars w/in the House. Interact w/ visiting public by educating them on the butterfly's life cycle. Assist in supervising volunteer "flight attendants" in the Butterfly House and in the maintenance of the surrounding	Outgoing individual who works well with people and is interested in learning about the care of butterflies and hands on gardening.	Hershey
Biology	879	Collection Documenting	Identify and log existing plants and new acquisitions into computer database; mapping.	Ability to use field guide and standard plant ID keys to correctly identify specimens; willingness to learn.	Hershey
Biology	637	Culturist	- assist culturalist in all aspects of fish culture.	- interest in biology	Carlisle

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Major	Record	Position	Description	Skills Desired	City
Biology	2445	Education Programs Butterfly	Conduct and prepare for informal, interactive programs to educate general visitors about butterflies in the Butterfly House and plants in The Children's Garden. Conduct and prepare presentations of youth/school programs, both independently and with staff and volunteers. Assist w/ preparation and implementation of special events such as the Wine and Rose Festival, Butterfly Festival and Big Bugs, as well as any additional duties.	Outgoing, works well with people, interested in learning about the care of butterflies and hands on gardening. Someone who enjoys interacting with the general public and children.	Hershey
Biology	863	Engineering/Operations	Work with data base to track loading of biosolids within York County, prepare reports on biosolids management program, monitor field applications, assist in implementing self-sufficient water monitoring program.	Must be comfortable with computers (windows, spreadsheets) and possess data management skills. Familiar with issues dealing with the management of municipal solid wastes. Strong verbal/written skills.	York
Biology	4836	GIS	The GIS Intern will integrate various GIS data layers throughout Pennsylvania for use in maps, spatial analyses, reports and conservation plans. Responsibilities will include researching, creating, digitizing, documenting, and organizing GIS data.	Excellent communication and teamwork skills, strong knowledge of ESRI GIS software, as well as MS Office.	Harrisburg
Biology	543	Lab Assistant	Work on a new or in-progress project. Research experience in the area of plant pathology at the Plant Disease Diagnostic Laboratory. Work with fungi or bacteria.	Senior student with biology background.	Harrisburg
Biology	318	Lab Assistant	Work in various areas of the laboratory		Camp Hill
Biology	319	Medical	Various Opportunities; specific to area assigned.	Specific to area assigned.	Camp Hill
Biology	777	Pest Plant Aid	Assisting in plant pest survey and detection programs in Pennsylvania. Intern should have coursework in Entomology, Plant Pathology and/or Weed Science.	Map reading ability; learn GPS; knowledge of entomology and botany (some)	Harrisburg
Biology	3134	Plant Industry	Work on a new or in-progress project. Research experience in the area of plant pathology at the Plant Disease Diagnostic Laboratory. Work with fungi or bacteria.	Senior student with biology background.	Harrisburg
Biology	1481	Pre-Med	The intern would observe a hospice program, visit an Intensive Care Unit, make rounds with critical care nurses, social workers, and chaplains. The intern would also attend weekly meetings with Dr. Lewis which are held to discuss patients and the issue o		Carlisle
Biology	1483	Pre-Med	The intern would observe primary emergency medical procedures of nurses and physicians. After observation, the intern will review and discuss the nature of the patients' conditions, medical intervention, and subsequent care. The intern will become famil		Carlisle

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Biology	1537	Pre-Med	(Medical Affairs Office extension: 403). will be involved in the following areas: Pituitary, limited surgical tissue dissection, autopsy assistance, reviewing and organizing teaching materials, attendance at rounds, teaching sessions and confe		Lititz
Biology	1575	Pre-Med	The intern would observe oral surgery techniques. An interest in this field is more important than the applicant's academic background. Applicants must be able to relate well to people. If interested, contact the contact person listed above to arrange		Carlisle
Biology	980	Pre-Med Practicum	Student should report at 7:30 a.m. on Monday morning to go over the week's activities.		Carlisle
Biology	1487	Pre-Med Psychiatry	The intern would participate in activities with patients that are appropriate for the level of the patients' functions. Psychology majors with a sincere interest in people and a high level of patience are preferred. If interested, contact the contact pe		Carlisle
Biology	3718	Public Programs	Conduct & prepare informal, interactive programs & presentations for general visitors & youth/school visitors. Assist w/supervision of volunteers. Organize & implement maintenance of Butterfly House plants. Organize & implement the care of butterflies. Assist with the preparation and implementation of special events.	An outgoing, creative individual with experience working with children and public speaking. Must work well with volunteers who assist with educational programs and events.	Hershey
Biology	880	Reconstruction	Reconstruct beds with the zoo including research, acquiring specimens & installation.	Manual labor; working knowledge of habitats of N. America; willingness to learn.	Hershey
Biology	451	Research Assistant	Research centers on the molecular mechanisms of blood coagulation and wound healing, particularly the role that fibrinogen plays in these processes. We are currently mapping the domains in fibrinogen that bind to the cell surface receptors on platelets and endothelial cells. We are also investigating a variant form of fibrinogen for its role in stabilizing the fibrin clot. The student would be working in the laboratory at the lab bench on an independent research	Junior/Senior level courses in biochemistry, molecular biology, physiology, and/or genetics	Hershey
Biology	453	Research Assistant	Study DNA-ligand interactions and protein- protein interactions. Use both molecular biological and biophysical approaches.	Courses in Biochemistry or molecular biology	Hershey
Biology	454	Research Assistant	Research in protein biochemistry. Examination and purification of proteins. Emphasis on protein folding mechanisms by fluorometry, circular dichroism spectroscopy, NMR, site-directed mutagenesis	General chemistry, organic chemistry required. Useful to have background in instrumental analysis, biochemistry, microbiology	Hershey
Biology	948	Research Assistant	Basic scientific approaches to study of mechanisms of neurological diseases.	Basic laboratory skills - measuring, weighing, pipetting, etc.	Hershey

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Biology	2767	Research Assistant	Research centers on the molecular mechanisms of blood coagulation and wound healing, particularly the role that fibrinogen plays in these processes. We are currently mapping the domains in fibrinogen that bind to the cell surface receptors on platelets and endothelial cells. We are also investigating a variant form of fibrinogen for its role in stabilizing the fibrin clot. The student would be working in the laboratory at the lab bench on an independent research	Junior/Senior level courses in biochemistry, molecular biology, physiology, and/or genetics	Hershey
Biology	2768	Research Assistant	Studying nucleus/cytosol exchange, structure of the nucleus, and mitochondrial protein import using the yeast model system, <i>Saccharomyces cerevisiae</i> .	Junior/Senior level courses in biochemistry, molecular biology, physiology, and/or genetics	Hershey
Biology	2815	Research Assistant	Research centers on the molecular mechanisms of blood coagulation and wound healing, particularly the role that fibrinogen plays in these processes. We are currently mapping the domains in fibrinogen that bind to the cell surface receptors on platelets and endothelial cells. We are also investigating a variant form of fibrinogen for its role in stabilizing the fibrin clot. The student would be working in the laboratory at the lab bench on an independent research	Junior/Senior level courses in biochemistry, molecular biology, physiology, and/or genetics	Hershey
Biology	2821	Research Assistant	Basic scientific approaches to study of mechanisms of neurological diseases.	Basic laboratory skills - measuring, weighing, pipetting, etc.	Hershey
Biology	544	Veterinary Lab Technician	Lots of blood work to diagnose animal disease. Some rabies detection. Some autopsy work.		Harrisburg
Biology	7289	West Nile Virus Monitor	Visit existing mosquito breeding sites and continue to establish new sites where surveillance and control are necessary. Mosquito surveillance, mosquito control, avian surveillance, field and administrative work, and educational events	Valid driver's license, reliable transportation; ability to lift at least 50 pounds in order to transport dry ice; familiarity with basic lab techniques incl. microscopy, insect preservation and identification and documentation; PC knowledge; ability to	Carlisle
Biology	881	Zoology	Shadow naturalist in care of animals. Take behavioral notes on animals. Work in education area.		Hershey

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Biopsychology / COMM					
Biopsychology					
7495		Medical Information Specialist	Collect information and put together information on the disabilities Cure serves and compile into one page documents		Lemoyne
Biopsychology					
7036		Mental Health	Observation and interaction with residents and staff of the detention center. Assist staff with daily routine and programming. Learn to understand the juvenile justice system and how it functions. Develop an understanding of dependent & delinquent youth.	Ability to communicate with all types of people Ability to work independently and with a team Work varied hours	Steelton

Central PA Internships

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Broadcasting / COMM					
Broadcasting					
5422	Broadcasting Television		Gain experience with producing televised events. Scheduling event coverage, camera and technical operations, audio/video components, live programming, and program cataloging. Work with a supervisor to understand the daily functions of a statewide public affairs network. Work alongside industry professionals to learn how a statewide public affairs network operates.		Camp Hill
Broadcasting					
7529	Creative Services		Learn how to set and get the best shot under any condition while working with our award-winning team of cinematographers.	Undergraduate student in 3rd or 4th year of study. Ability to work 24-40 hours per week - located within driving distance of our Harrisburg, PA facility - completion of college courses in relevant subjects - high motivation and enthusiasm for learning about the visual	Harrisburg
Broadcasting					
6446	Engineering/Operations Assistant		Assisting the engineering department, as well as in operations at the station.		Carlisle
Broadcasting					
7957	Sports Intern		Assisting in the taping, production, and making of the high school football highlight section of ABC 27's sports broadcast, as well as working to collect data and footage on the site as well as editing in the studio.		Harrisburg
Broadcasting					
3351	TV Production Assistant		assist TV producers and serve as production assistant on a variety of programs. serve as member of Tech crew, videotape and edit field pieces for shows, script rundown prep., research topics for shows, and time shows, produce a segment of a show.		Harrisburg
Broadcasting					
350	Video Production		Learn how to set and get the best shot under any condition while working with our award-winning team of cinematographers.	Undergraduate student in 3rd or 4th year of study. Ability to work 24-40 hours per week - located within driving distance of our Harrisburg, PA facility - completion of college courses in relevant subjects - high motivation and enthusiasm for learning about the visual	Harrisburg

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Business Administration /				
Business Administration	8012 Academic Research Assistant	The purpose of this position is to assist the Assistant Director of Institutional Research and Analysis with extracting data, formatting surveys, constructing datasets, conducting data analysis, external reporting, and other pertinent research activities. One specific responsibility of this position will likely include the construction of a dataset for GRE scores as well as basic statistics once the dataset is constructed. The Academic Research Assistant will also assist with	<ul style="list-style-type: none"> • Ability to complete projects in a timely manner • Well organized, detail oriented • Basic knowledge of statistics (e.g., mean, median, frequency) • Experience with using Excel (especially spreadsheets), Power Point, and Microsoft 	Grantham
Business Administration	5141 Account Services	Research & analyze client industry trends; Proof ads for accuracy; Monitor timelines for projects; Assist with executing campaigns; Attend agency meetings & client presentations; Attend brainstorming meetings; Administrative duties (copying, faxing, filing).	Knack for detail; People person; Forward thinker; Motivated self-starter; capable in Word, Excel, PowerPoint, Internet Explorer, Outlook; senior status	Harrisburg
Business Administration	368 Accounting	- help interdenominational missions organization with computerized accounting package, budgeting, and financial analysis and inventory control		Carlisle
Business Administration	4995 Administration	Handling employee inquiries, representing HR in operations leadership meetings	Min 3.0 GPA, solid understanding of employment law, demonstrated leadership ability, proficiency in MS Access, Excel, Word, PowerPoint	Harrisburg
Business Administration	2280 Administration / Accounting	Acsys, Inc. is one of the nation's leading professional staffing services. Our accounting and administrative candidates have been providing a broad range of expertise to keep your business running despite staff vacancies, vacations, and special projects. Our firm offers contract, contract-to-hire and direct placement. Acsys consultants bring direct industry experience combined with aggressive recruiting and an	Senior Accounting major/any experience helpful, but not required - will train any student any major.	Harrisburg
Business Administration	517 Administration/Communications	Assist with daily office duties and participate in special projects and meetings. Opportunity to attend educational seminars.	Strong people skills; self-starter; self-motivated; good writing skills.	Harrisburg
Business Administration	681 Broker's Assistant	Assist and learn from professional financial advisors; learn to establish a clientele; make phone contacts, perform research projects, and do other administrative contacts.	Sales background; strong desire to work independently.	Lemoyne
Business Administration	2303 Broker's Assistant	This firm is a financial consulting/brokerage house. Assist a financial analyst in research of companies & various investment opportunities, as well as service the accounts of existing clients and assist in the development of new clients.		Camp Hill

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Business Administration	5956	Broker's Assistant	The intern would have the opportunity of learning the daily operations of an investment firm. Econ, Accounting, and Business majors are preferred. Applicants must be mature and dependable. If interested, contact the contact person listed above for an i		Harrisburg
Business Administration	3871	Business	Commercial Bldgs.; Land Development; Local and State Gov't contracts		Middletown
Business Administration	5175	Business	Employment Specialist: Design an appropriate Plan of Service, Deliver meaningful and effective pre-employment services, facilitate job placement according to agency standards, provide effective on-site and off-site employment supports; conduct effective follow-up.		Camp Hill
Business Administration	5820	Business	Interns will participate and be trained in customer service, HR, Inventory control, PR, Receiving, Selling and Store Operations as well as working on special projects.		Reading
Business Administration	6425	Business	The intern will work directly for the agency's CEO. The internship will include working on agency presentation, proposals, coordinating events and new business prospects. The intern will also be involved with pro bono work through out the internship.	Computer knowledge and excellent writing skills are required. An architectural background is encouraged; however, all majors accepted.	Camp Hill
Business Administration	7441	Business	global defense and aerospace company Intern will be involved with an Oracle startup, Lean Material Controls and analytical projects.	Candidate must be able to be productive in a collaborative teaming environment; and demonstrate effective communication skills in written, verbal, and graphic forms. Candidate should have skill in integrating and applying knowledge to professionally define problems	York
Business Administration	7517	Business	The mission of the Fish and Boat Commission is to protect, conserve, and enhance the Commonwealth's aquatic resources and provide fishing and boating opportunities.		Harrisburg
Business Administration	7763	Business	PROGRAMS INTERN Job Description: CATEGORY: Domestic, Internship REPORTS TO: Director of Programs LOCATION: Lancaster, PA JOB SUMMARY: The Programs Intern is responsible to provide support to the Programs Team, which will primarily involve assisting with day-to-day operations and special projects in coordination with the Programs Assistant. PRIMARY RESPONSIBILITY: To promote and fulfill the mission and vision of HOPE	ELIGIBILITY: Undergraduate students who have completed at least their junior year (or recently graduated) by the start of the internship and graduate students are eligible to apply. MINIMUM QUALIFICATIONS: I. Personal commitment to the mission and vision of HOPE	Lancaster
Business Administration	7768	Business	Organization that seeks to impact our region with Christ-centered professional outpatient treatment to help people who are struggling with addictive behavior and mental health issues.		Elizabethtown

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Business Administration 6797	Business - Summer	Performs daily procurement activities, Obtains and evaluates pricing; places and expedites purchase orders; tracks late purchase orders and manages change orders as received. Resolves blocked invoices; prepares, reviews, and distributes performance reports as necessary; and updates procurement contracts, as needed. Monitor suppliers performance levels	Progress towards a Bachelors Degree in Supply Chain Management, Business, Engineering or a related discipline, Excellent written/verbal/communication skills, Must be detail-oriented and a team player. Strong analytical skills. Flexible, results driven and the ability	Middletown
Business Administration 5109	Business / Economic	Visit local businesses to promote OED and their services, log and track client relations data; potential for developing PR strategy; read and understand zoning, marketing, etc.	Excellent people skills, organized, self-motivated	Carlisle
Business Administration 5192	Business / Investment	The LSGPA has been formed to accelerate economic growth and job creation through commercialization of discoveries in the life sciences. A public/private venture with input and resources from government, business, universities, and economic development partners, it services a 49-county area with life sciences hubs in Centre County, the Lehigh Valley, and the Harrisburg-Hershey area.		Harrisburg
Business Administration 5092	Business / Management	- embrace teamwork and quality management tools to strive for world-class business performance - work in a public, fast-paced, progressive environment	- students must have have completed their 1st year in a 2 year Associate Degree Program or 4 year Bachelor Degree program	Harrisburg
Business Administration 570	Business / Marketing	15 hours min. / 37.5 hours max. Variety of projects available. - year round.		Harrisburg
Business Administration 1930	Business / Marketing	Interns needed to help plan, promote and serve as a PANO representative at their seminars, conferences, and other events. Aid in the marketing of PANO memberships, respond to Member requests, and assist with the production and distribution of the newsletter and membership correspondence.	Good computer, writing, and analytical skills. Possess the ability to multitask and work in a team setting.	Harrisburg
Business Administration 729	Business Administration	Summer Internships offered in accounting, administrative services, agency resources, claims, HR and underwriting.		Concordville
Business Administration 1353	Business Administration	The Murata Business Center is an incubator facility for start up businesses. The internship is intended to help the student learn about small businesses and the challenges and opportunities they provide. Early stage firms require research, business and marketing planning and adequate capital for success. The intern will receive a stipend and could work for both the incubator and the startup firms associated with the incubator		Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Business Administration	4679	Business Administration	Testing and implementing new products, product modifications, packing material changes, manufacturing cost reduction, line modifications , production support and quality	Students will be required to develop an understanding of equipment and processes of grain-based products, execute a self-managed intern project	Lancaster
Business Administration	7626	Business Administration	Our Student Career Experience Program provides an opportunity for students to begin a career in the Federal Government with a Department of Defense designated High Performing Organization. Students can become full-time employees upon graduation and be part of a solutions-focused workforce delivering document services to the DoD and Federal Agencies.		Mechanicsburg
Business Administration	8007	Business Administration	Twila Glenn operates a successful real estate agency that is rapidly growing in the Harrisburg and surrounding marketplaces. In order to maintain pace with demand for services, Twila is seeking a motivated individual to fill a key administrative role in her organization. Initial duties will include: completing and compiling forms, filing, coordinating and following-up with multiple people and organizations, internal process development and other administrative	Ideal candidate will be detail oriented, self starting, innovative and eager to learn. Business training is not required, but preferred. Skills in Microsoft Office (Word, Excel, PowerPoint, Outlook) are a must.	Camp Hill
Business Administration	4096	Business	Local coordinator for the Southcentral PA Area for the Team PA Export Network. Provides member companies with access to: trade counseling, trade leads, trade promotion and missions, market intelligence and research, trade finance programs, market access grants, video conferencing facilities. Other services include networking, and seminar & educational programs, and access to a global network of more than 200 affiliates world wide. The WTC offers		York
Business Administration	6417	Business Analyst	Intern will organize and facilitate workshops to identify and model business processes or activities for a broad-spectrum user community, develop process models during business process improvement and information technology projects, validate process models to ensure accuracy of input, and work with customer to fully understand and gather business requirements.	Ability to communicate effectively both orally and in writing, respond effectively to the needs of the customer, knowledge of systems and analysis principles and methods, knowledge of basic IT principles and practices, knowledge of systems design tools and methods	Mechanicsburg
Business Administration	7678	Business and Accounting	As the leading manufacturer of retail branded pasta in the United States, the Company has achieved strong consumer loyalty, with brands that are among the oldest and most prominent in the industry, including Ronzoni, San Giorgio, Healthy Harvest, Creamette, American Beauty, Skinner, Ideal, Prince, and Catelli.		Harrisburg
Business Administration	7679	Business and Economics	The mission of the PA Department of Labor it to improve the quality of life and economic security for Pennsylvania workers and businesses, encourage labor-managment cooperation, and prepare the Commonwealth's workforce for the jobs of the future.		Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Business Administration	2535 Business Development	Domestic Interns - Work with the sales lead program, contract compliance, and assist Account Executives with customer relations. International Interns - Serve on Int'l Welcoming Committee and assist Account Executives with int'l shipping concerns. The Business Development Management Trainee oversees and coordinates Central Pennsylvania District Projects. Specific responsibilities include: Planning, organizing, implementation and	Strong planning and organizational skills, Desire to work in sales. Strong written and communication skills; knowledge of Word, PowerPoint, and Excel; strategic and creative thinking.	Harrisburg
Business Administration	7766 Business Development	DEVELOPMENT INTERN Job Description: CATEGORY: Domestic, Internship REPORTS TO: Director of Development LOCATION: Lancaster, PA JOB SUMMARY: The Development Intern is responsible to provide support to the development team, which will primarily involve assisting with HOPE Trips planning, supporting the team of development representatives across the country, and undertaking special projects to better support the development team in raising	ELIGIBILITY: Undergraduate students who have completed at least their junior year (or recently graduated) by the start of the internship and graduate students are eligible to apply. MINIMUM QUALIFICATIONS: I. Personal confession of faith in Jesus Christ and commitment	Lancaster
Business Administration	6902 Business Development/Sales	Will Track new authorizations and distribution by customer and distributor. Will respond to direct mail campaigns to link sales personnel to new prospects. Assist department on merchandising issues by providing store level contact with new customers to insure points of sale and ordering procedures. Assist with sales research plans through Internet and other sources. Will enter data results into computer system and	Looking for students working primarily towards business management, marketing, sales and related degrees. Strong knowledge of Internet and Microsoft Office packages.	Conestoga
Business Administration	7765 Business Executive	EXECUTIVE INTERN Job Description: CATEGORY: Domestic, Internship REPORTS TO: Jeff Rutt (Founder, HOPE International CEO, Keystone Custom Homes) LOCATION: Lancaster, PA JOB SUMMARY: In 1997, Jeff Rutt (Founder), CEO of Keystone Custom Homes (Keystone), founded HOPE International (HOPE). He continues to be involved with HOPE as Chairman of the Board while continuing with his responsibilities as CEO of Keystone. The	ELIGIBILITY: Undergraduate students who have completed at least their junior year (or recently graduated) by the start of the internship and graduate students are eligible to apply. MINIMUM QUALIFICATIONS: I. Personal commitment to the mission and vision of HOPE	Lancaster
Business Administration	5428 Business Finance	Run various reports & develop appropriate charts & graphs. Analyze statistics & trends. Assist in the development & maintenance of a Quality Assurance program for our website - both Internet & intranet sites. Assist w/the coordination of the Business Continuity Plan Stewardship process.	Strong organizational skills and computer competency	Harrisburg
Business Administration	3288 Business Management	Hand on involvement in every aspect of business management - from sales and marketing to administration, customer service, fleet management, financial management and staff development. Opportunities to excel in a fun and friendly environments while impacting the success of a multi-billion dollar business.		Harrisburg
Business Administration	5367 Business/Finance	Specialty underwriter of casualty insurance with emphasis on managed care workers' comp. Internships available in: Finance, MIS, Project Management, and Underwriting.		Lancaster

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Business Administration 7582	Client Services/Office Manager	Process, submit and track client business. Manage office and supplies. Answer phones, greet clients, schedule client appointments. Prepare client files, data entry, faxing, filing (physical and electronic), copying, and scanning.	-Well organized -Efficient -Professional -Independent worker -Enjoys a challenge -Likes to learn and grow both personally and professionally -Maintain confidentiality -Strong people skills -Experience with Annla's	Harrisburg
Business Administration 5492	Commercial Real Estate -	Analyzing and interpreting lease and sale documents. Entry of lease and sale information into a proprietary database. Identify and file information. Visiting warehouses in the 5 local markets they track - Harrisburg, York, Lehigh Valley, Northeast PA & Quad States.	Detail Oriented, energetic	Wormleysburg
Business Administration 7511	Community Research / Planning	Provide data collection, surveying, and other market research services to downtown areas - Mechanicsburg, Camp Hill, Lemoyne, New Cumberland, and Wormleysburg. Projects may include parking and foot traffic surveys and analysis, inventorying of downtown properties, updating publications, and organizing events.	Good observation skills, interest in research, detail-oriented, organized, ability to develop spreadsheets, charts and tables.	Carlisle
Business Administration 4756	Credit Manager	Build relationships with customers by offering financial products that meet their needs. Participate in a training program to develop: sales skills, understanding of risk & credit analysis, and professional business practices.	Applicants should have extensive interpersonal skills and retail or sales experience.	Harrisburg
Business Administration 501	Credit Manager/Manager	Fast paced work environment, opportunity to advance, develop leadership, persuasion & analytical skills	Excellent communication/people skills. Experience in sales & customer service work helpful.	Harrisburg
Business Administration 6405	Distribution / Team Leader	10 week internship program, 400 total hours. Paid training and opportunity to receive school credit. During program: Distribution: provides a significant knowledge base of distribution operations facilitated by a rigorous training program and an opportunity to make an impact in a Target Distribution Center as a junior executive and project leader. Upon completion of the program, you will have gained	Desire to pursue a career in retail management. Leadership and strong decision-making skills. Assertiveness and initiative. Team-oriented thinking. Ability to communicate clearly and effectively in all solutions. Strong organizational skills with the	Wyomissing
Business Administration 3573	Economic Development	Rotational training program. Economic development Analyst work in varied business grant, loan, tax credit, bond, and technical assistance programs. Program areas include: grants, loans, entrepreneurial assistance, site development, tax credits division, private financing (bonds, allocations). General training includes: Program purpose, review of applications for eligibility, technical	Knowledge of MS Office, awareness of business structures, financial statements; knowledge or awareness of basic infrastructure development. Ability to establish and maintain effective working relationships, effectively communicate orally and	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Business Administration 5362	Entertainment Management	<ul style="list-style-type: none"> - assist the management team with overseeing all HR aspects of the contracted entertainment program and will supervise approximately 100 team members - assist in managing the supervisory staff and employees - conduct orientation sessions for new and returning employees within the Entertainment Department - collaborate with all the managers on various 	<ul style="list-style-type: none"> - must be 18 years of age or older - undergraduate studies - must be a Human Resources, Marketing, Communications or related majors - proven excellent verbal and written communication skills - comfortable speaking to 	Hershey
Business Administration 3991	Finance	20 hours of classroom lecture; 460 hours of supervised work experience. Each student is assigned a mentor who will meet with them and guide his/her experience. Weekly reading assignments, group discussions, and Learning Luncheons will be a part of the experience.	We are looking for a highly motivated energetic individual who enjoys a challenging and fast-paced atmosphere. Candidate must know Windows.	Mechanicsburg
Business Administration 5204	Finance	Audit adoption, administration and planning, preliminary survey, fieldwork, report referencing and internal quality review, and report production, release, and post-release.		Harrisburg
Business Administration 5608	Finance	Audit accounts and records to determine shipping and billing variances; assist in research and productivity reporting; use web-based tools and programs to assist in research and productivity reporting; planning and analysis of operating budgets; perform Net Present Value (NPV) and Cost Benefit Analyses	Excel, Word, Access and Outlook; able to handle routine to complex projects independently; strong problem solving and analytical skills	Harrisburg
Business Administration 7051	Finance	10 week internship program about financial planning. It will include jobs in licensing, getting started with financial planning, rewards and marketing strategies.	Seeking GPA at Deans List level for current college students and grads finance and business majors.	Harrisburg
Business Administration 5703	Finance Analyst	Intern will perform a wide range of analysis, modeling and reporting functions; gain exposure into investment management, venture capital and management.	Strong Excel spreadsheet/ PowerPoint skills; good communication skills, strong work ethic and intellectual curiosity; strong analytical skills	Camp Hill
Business Administration 6088	Finance/ Wealth Management	Intern will assist with research and analysis of financial products, strategic planning, and business development activities.	Intern should be able to balance competition and teamwork, while showing intensity and integrity. Strong candidates will have excellent leadership, interpersonal and communication skills, and be resourceful. The ability to distill relevant facts, manage projects, evaluate and	Harrisburg
Business Administration 5136	Financial Planning and Investing	opportunities to learn about financial planning and the basics of investing; Assist in updating client information; Gain exposure to current regulations, brokerage firm procedures, and operations & stock market information.	Attention to detail; Ability to interact with clients.	Camp Hill

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Business Administration	5768	Financial Representative	Responsibilities are similar to a Financial Rep. Interns provide expert guidance and innovative solutions for individuals and businesses in the areas of retirement planning, insurance and investment services, estate planning, business planning, education funding and employee benefits.	Intern must have strong interpersonal skills, be self-motivated, and have a history of community service and personal success.	Harrisburg
Business Administration	5512	Government	Majors in accounting, actuarial science, busA, computer, government, Info System, Public Admin.		York
Business Administration	3617	Government Services	Provide valuable 'para-professional' work experience in such areas as accounting, fin arts, humanities, journalism, public administration, social science, etc. The Pennsylvania Department of Transportation uses this class extensively in highway construction and maintenance support activities.	Must be enrolled as a full-time undergraduate in freshman through senior year, or a graduate student in an accredited degree program.	Harrisburg
Business Administration	6887	Grant Research	Grant research using Pinnacle's online access to a grants database; Job may include development, writing, etc.		Harrisburg
Business Administration	5479	Healthcare Administration	works w/ Director of clinical services to develop company policies; communicates w/ Physicians' offices, Patient Care Managers,	basic computer skills	Harrisburg
Business Administration	5368	Healthcare Management -	Country Meadows Retirement Communities is currently seeking an intern to assist a Senior Vice President of Operations for the summer. We prefer the candidate to be a sophomore or junior within the Healthcare Management field. Assignments will include projects related to operations of a campus/property. This internship will have a flexible work schedule and travel with our resource staff to various campuses across PA. EOE		Hershey
Business Administration	7417	Insurance Agent Team Member	1. Provide prompt, accurate, friendly, cost-effective service by responding to inquires regarding insurance (availability, eligibility, coverage, policy changes, transfers, claim submission procedures and status, rates, billing clarification, payment plan) 2. Prepare forms, policies and endorsements 3. Work with agent's computer system to update info in customer databases 4. Contact prospects and current policyholders	1. Experience in customer service, popular computer software and knowledge of personal lines insurance products a plus 2. Strong comm. skills; initiative and self reliance; goal-oriented; ability to learn and apply product and customer knowledge to	Etters
Business Administration	4636	International Development	International Welcoming Committee Member - Contact and establish relations with key UPS accounts that have signed or renewed contracts; become familiar with UPS Services, International documentation, etc., to field calls from IWC customers.	Strong planning and organizational skills, Strong written and communication skills; knowledge of Word, PowerPoint, and Excel; strategic and creative thinking.	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Business Administration 5163	Junior Associate	Marketing, sales, customer service and many other aspects of the sports industry. 40-100 hrs/week depending on game schedule. Ticket sales, outgoing sales calls, computer database entry, and managing various promotions and fan oriented programs. During games, interns cover groups, ticket office, customer service, and on-field entertainment. \$800/month stipend. Reading Phillies offer a housing option with internships beginning in January and in the	Passionate about baseball. Outgoing individuals.	Reading
Business Administration 2424	Logistics	<ul style="list-style-type: none"> • Organize data • Develop "Featured Local Grower" profiles to highlight information about local farmers • Develop sales sheets for "Pride of Lancaster County" products with photos, product spec and UPC data • Assist buyers in facilitating locally grown buys & Leola Auction buys and provide grower, code, cost and availability info for the sales team • Maintain updated weekly listings of PA, MD 	<ul style="list-style-type: none"> • Currently enrolled in or graduating from a college based business, logistics, agriculture or food marketing program • Detail-oriented, focused on accuracy and consistency • Motivated, outgoing personality with comfort level in phone customer service in 	Ephrata
Business Administration 7671	Logistics	Mennonite Disaster Service is a volunteer network through which various constituencies of the Anabaptist church and respond to those affected by disasters in Canada and the United States		Akron
Business Administration 7677	Logistics	-Trained to work with everything from major system acquisition strategies to in-service modifications and sustainment in support of the largest of the navys five system platforms.		Mechanicsburg
Business Administration 1227	Management	Works within each department to learn operations and management techniques. Prepares reports and work on projects wit the guidance of the General Manager		Enriken
Business Administration 2498	Management	Develop, plan, and implement a variety of community awareness and educational activities; develop and implement outreach activities for the 28 counties served by the chapter; develop a media relations plan; promote and publicize Support Groups.	Verbal/written communication skills; phone handling skills; computer literate (Microsoft Word). Desktop publishing a plus. Required: Detail-oriented; excellent follow-through; organizational skills; willingness to work with people in pain; appreciation	Harrisburg
Business Administration 5401	Management	10-week program; 400 hours. Program covers all areas of management at store level. Retail merchandising managers, guest services, logistics, human services.	Minimum 3.0 GPA.	York
Business Administration 5491	Management Trainee	Gain valuable experience with sales skills and business development, loan applications and processing, risk analysis and credit decisions, loan closings and customer service and routine collections.	Flexible and competitive.	Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Business Administration	5014	Media	General assistance with media plans; Calling publications for rate information; Administrative duties (Copying, filing, faxing); Process tearsheets; Research and analyze client industry trends; Monitor timelines for projects; Assist with executing media plans; Attend agency meetings; Attend brainstorming meetings; Pick up and deliver tearsheets, tapes, etc.; Assist Media Department where needed.	Strong organizational skills; Personable/polite; Analytical skills; Motivated self-starter. Word, Excel, Power Point, Internet Explorer, Outlook.	Harrisburg
Business Administration	3726	Merchandise and Operations	Assist the Visitors Centers Retail Operations Manager with duties on the retail floor including inventory control, merchandise display and operational functions. Duties include; assisting in coordinating the merchandise display and inventory control training program; monitor inventory levels on shelves; ensure stock is kept at appropriate levels and properly displayed for optimum sales; set up merchandise displays and restock areas as needed.	Retail or Business major preferred.	Hershey
Business Administration	1250	Merchandising and Operations	Assist on the retail floor, including inventory control, merchandise display, and inventory control; assist in coordinating the merchandise display and inventory control training program		Hershey
Business Administration	7618	Personal Care Assistant	Personal Care Assistance-Office Services		Camp Hill
Business Administration	7327	Production Management	Work with production management on daily processes in regards to running the fluid and frozen production lines; prepare production reports; work with production staff to ensure productivity ; formulate and update department policies, practices and Standard Operating Procedures; Work with Program Logic Controllers (PLC's) on production line.		Conestoga
Business Administration	2400	Program Coordinator	Assist this Latino arts and cultural organization by coordinating, developing and implementing all art programs; - including scheduling, curriculum and research initiatives, grant writing and press releases.	Good communication, computer, and organizational skills. Bi-lingual (Spanish/English) is preferred, but not required.	Harrisburg
Business Administration	4249	Program Management	Organize COPD support groups in the Central PA region; develop program manuals for Asthma Olympics and camps; plan upcoming programs including Asthma Olympics, Asthma camps, and Facilitator trainings; prepare blk mailings to advertise local programs; grant writing in order to secure funding for programs; attend Tobacco Coalition meetings in surrounding counties and assist them with community programs; some general office work.	Computer skills, including MS Word, Excel, and Publisher, as well as e-mail and Internet. Must be a people person, have good writing and organizational skills; enthusiastic, willing to learn, fun & creative.	Camp Hill
Business Administration	4883	Regional Administrative Assistant	Job responsibilities include assisting the Regional Administrator in processing a high volume of claims, preparing marketing materials for District and Regional Managers, answering and directing telephone calls, speaking with policyholders, and assisting Sales Associates with administrative functions as directed.	Good work ethic, a self-starter with a desire to learn...basic computer skills	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Business Administration 6965	Research	<ul style="list-style-type: none"> - Monitor and track client industry trends through internet searches - Prepare research surveys - Conduct man on the street interviews - Prepare focus group rooms according to client specifications - Write research summaries - Create proposals - Answer incoming calls - File research materials, drawings and other 		Harrisburg
Business Administration 5811	Retail Finance	<p>Assist with inventory control and ensure compliance with company policies and procedures; Conduct inventory cycle counts; Analyze sales figures and implement action plans; Develop meaningful and useful recommendations based on findings; Participate in physical inventories; Supervise approximately 75 seasonal employees; Ensure compliance with Child Labor Laws; Monitor safety issues</p> <p>Intern will practical application of</p>	<p>Proficient in Microsoft Excel and Word</p> <p>Able to manage multiple tasks</p> <p>Able to analyze numerical information</p> <p>Some experience in a retail environment is desired.</p>	Hershey
Business Administration 5819	Retail Operations	<p>Internship Program expose interns to key areas of retail business (Customer/ Non-Perishable/ Perishable Operations). Additional professional development programs include workshops and on-line CBT programs.</p>		Carlisle
Business Administration 6690	Sales	<p>Person to assist Commonwealth of PA Sales team responsible for handling sole source contract for multi-functional devices (office equipment that can copy/print/scan/fax). Intern candidate will need to fill out Océ Imagistics employment form and have background test completed as well as go through drug test.</p>		Harrisburg
Business Administration 7588	Sales	<ul style="list-style-type: none"> -20 hours a week, but flexible -We are a Fortune 500 logistics company and my office is in Mechanicsburg. -My ideal candidate is a business or communications major who would excel in a fast paced, sales environment. -Also would prefer a senior. If the intern excels, I would be extending a full time offer to them. You will be exposed to: Sales and purchasing 	<p>The required qualifications for interns include:</p> <ul style="list-style-type: none"> -Full time undergraduate student -Strong communication/negotiation skills -Competitive personality -Enthusiastic 	Mechanicsburg
Business Administration 964	Sales / Marketing	<p>Assist with sales efforts; research computer system for publishing.</p>	<p>Flexible (student may be moved around due to limited office space); excellent interpersonal and writing skills.</p>	Harrisburg
Business Administration 4882	Sales/ Marketing Assistant	<p>Interns will shadow during sales presentations, employee enrollment material and sales calls. Assist in preparing marketing material, enrollment materials, and various duties as designated.</p>	<p>Good work ethic, a self-starter with a desire to learn. Desire, drive, and discipline</p>	Harrisburg
Business Administration 5196	Various	<p>Internships available in marketing, administration, recreation, fundraising, journalism, web development, and finance for a large non-profit federation & community center.</p>		Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Business Info Systems /				
Business Info Systems 6699	BIS	Knowledgeplanet is an industry leader in knowledge management and training, providing its enterprise software Learning Management System (LMS) and content creation and delivery tools.		Mechanicsburg
Business Info Systems 6741	BIS	Intern will establish a MS ACCESS database, input data, develop report using this data. The final product will be the Coalition's annual Eighth Edition Resource Directory.	Advanced knowledge of MS Access	Camp Hill
Business Info Systems 5915	Business Information Systems	Reformat training materials into e-mail format	Design, formatting	Mechanicsburg
Business Info Systems 3562	Business--Statistics and Auditing	Numerical data, communicating, monitoring, coordinating, researching, problem solving, analyzing variety of data and processes. Work independently and in conjunction with others. Key role in ensuring that processes and projects run smoothly. Much verbal and written communication; face-to-face and telephone within and outside Agency. Write reports, formal letters, emails.	Great communication skills, proficient in Microsoft Word and Excel.	Harrisburg
Business Info Systems 7313	Desktop Support - Inventory	Intern will be in charge of the hardware inventory database. He/she will be importing data from a variety of databases into one accurate database; formulating the categories and updating the naming convention.	Knowledge of MS Office products and organizational skills are preferred	Grantham
Business Info Systems 374	Information Systems	Assist at HelpDesk answering internal calls for help with PCs and applications; set up and load PCs with software.	Familiar with DOS, LOTUS, BORLAND, ORACLE, POWER BUILDER, SQL, VISUAL BASIC	Mechanicsburg
Business Info Systems 1299	Information Systems	Assist with monitoring state grants, track cash receipts, use Access to organize info; support inventory management; minimum 15 hours per week	Excel, Access, accurate, good organization, creative problem solving	Harrisburg
Business Info Systems 2497	Information Systems	Tech/Outreach Specialist: Responsible for daily coordination and implementation of AHEDD's Management Information System.		Camp Hill
Business Info Systems 3374	Information Systems	Assist telecommunications company.		Mechanicsburg
Business Info Systems 3362	Information Systems / Web	Adobe PDF creation, Java/JavaScript coding, website building and maintenance, MS SQL training for maintenance and administration. upgrading of hardware and software.	Working knowledge of networking and programming skills; proficient with MS Office, basic Windows NT - LAN skills	Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Business Info Systems	6925	Information Technology Specialist	Intern participates in the design of innovative and cost-effective processes using established IT techniques to assist, consolidate, or replace existing procedures and provide advice and assistance to Naval Sea Systems Command Logistics Center (NAVSEALOGCEN) customers in the resolution of a variety of IT issues. Conducts analyses and recommends resolutions to complex issues affecting specialty areas while adhering to established instructions, policies, and guidelines.		Mechanicsburg
Business Info Systems	7066	Interactive Media	Assist with web content as well as other projects.		Harrisburg
Business Info Systems	5210	IT / Business	Our office deals with the business as well as technical people within the Department so this internship is not about technical applications. We do a lot of consensus building, attend meetings, are just starting to implement some tactical plans from our new IT Strategic plan, some project management, and monitor IT expenditures.	Interested in the business side of IT and who has Microsoft Office, web skills are a plus.	Harrisburg
Business Info Systems	613	IT Support	Receives and evaluates a varied range of requests from internal users. Troubleshoots basic technology problems related to hardware and internal applications. Escalates complex requests to appropriate IT units. Responsible for monitoring internal systems and servers during off hours and on the weekend. Works on various projects assigned by the e-Services Manager, Supper Desk Manager, and the Operations Manager. <i>Master all e-Services provided by</i>	Must be current college student with the ability to commute to our Harrisburg facility. Must be available for at least one (1) year. Thorough knowledge of Microsoft Office Products. Basic knowledge of MS Access and database tools. Ability to work weekends.	Harrisburg
Business Info Systems	2479	Multimedia	Evan Keller, Multimedia Director at D2: ekeller@d2media.com, Jason Kichline - chief technologist		Harrisburg
Business Info Systems	526	Research	Research on the quality of medical care. Computerized literature search, calling professional organizations, conducting interviews, write report.	Basic research, organizational, writing, and communication skills required.	Camp Hill
Business Info Systems	5074	Web Developer	Wok in a fast-paced, team environment, working with graphic designers, other programmers, marketing assistants, and customers. This person will be responsible for developing small to medium size websites. Typical tasks include: ? Use basic programming skills to create custom websites in accordance with defined project deliverables and business requirements. ? Use canned "wizard" software to create template-driven websites. ? Train customers on use of	Able to understand creative/technical challenges within a business context. Excellent communication skills; Ability to work effectively in team situations; Open to new ideas; Ability to present own ideas to the team; Strong commitment to customer satisfaction.	Harrisburg
Business Info Systems	5072	Web Development	Support the township's website & internal databases; Focus on ways to make the website more "user friendly" while increasing content; Design, construct and help maintain databases using MS Access.	Work experience in the areas of web & database design. Experience using Windows, MS Word, MS Access, MS Excel, HTML and Microsoft FrontPage software. Possess a current Pennsylvania Driver's License	Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Business Info Systems					
7547		Web Support	gain understanding of CCAP user needs as they relate to the Intranet and Internet through meetings etc.; assist the project team with materials for meetings; document web related business processes and assist in review for recommended changes in new system; assist with redesign of DSF Intranet Pages into SharePoint; develop training manual for end users. Other duties as needed.	Must have min 3 years college education; Skills should include web design and development (.NET, XHTML, XML, .asp, java), standard design methodologies, utilization of industry standard systems applications, and project management. Use of MS	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Chemistry / CHEM					
Chemistry	5706	Chemistry	Assist with lab work (sample retrieval, distribution, labelling, login, testing where skills allow, set up) under the direction of other chemists	Data entry, MS Word, EXCEL; strong mathematical skills; understanding of chemical principles, and basic physics	Harrisburg
Chemistry	5017	Chemistry / Biochemistry	Sterile preparation of finished products, in-process products and raw materials for microbial analysis. Aseptic and sterile testing of finished products, in-process products, raw materials and environmental samples for total bacterial count, coliform, yeast/mold, E. coli & Salmonella Reading and recording the results of microbial analyses Using the ELISA method for Salmonella detection	Candidate must be currently enrolled in a 4 year degree program with Successful completion of credits in Biology, Microbiology, Chemistry, Mathematics and English. Completion of credits in Biochemistry and Physics helpful, but not necessary.	Hershey
Chemistry	448	Research Assistant	Basic research	Good quantitative analysis skills	Hershey
Chemistry	3600	Wet Chemistry Department	Approximately 16 hrs/wk during school, and up to 40 hrs/wk during the summer. Intern will be trained on one or two analyses. Responsible for scheduling samples, performing the analyses, and reporting the data in a neat and timely manner.	Biology majors, but some chemistry experience is necessary	Middletown

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Chemistry w/Teach. Cert. /					
Chemistry w/Teach. Cert.			leader in the tool coating industry for 30 years Assist in Research and Development	willing to learn Document Control Techniques, capable of working with Mechanical Inspection equipment such as Gages, Micrometer, etc.; willing to learn how to operate SEM, SCM scratch tester, SCM nanoindenter, SCM tribo tester; Solid computer skills and data	East Petersburg
7324		Lab Technician			

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Christian Ministries / BRS				
Christian Ministries 5412	Camp Counselor	Work w/40 uptown Harrisburg children (grades 3-6), offering religious education, field trips, & team building skills. Prepare & teach daily lessons, participate in recess time, oversee recreational & craft activities, participate in & help coordinate a weekly worship service w/children & other staff, daily counselors' meeting.	Experience with and a love for children.	Harrisburg
Christian Ministries 7890	Children's Ministry Leader	Full Gospel Church of God is offering an internship program for 6 to 10 weeks with the children's, ages 6 - 11, summer program at TLC learning center as well the children's ministry at Full Gospel. Summer interns should have a strong enthusiasm to minister to children and youth the Word of God. Summer interns of student ministries shall be defined as the following: They shall lead the children's summer program as well as be involved with the Full Gospel Church of	Qualifications: Give testimony and life witness of.... 1. Being a committed believer in Jesus Christ 2. Spiritual gifts relevant to leadership of this ministry 3. Prior ministry experience with students 4. God's affirming blessing on those ministries 5. A deep genuine love for children and	Camp Hill
Christian Ministries 5711	Christian ministries (Summer)	Intern will minister promote attendance with FPC youth in various settings, participate in team planning and leader of Summer Youth Ministry program, participate in weekly staff meeting, prepare summary report of Summer Intern Program during last week of employment.	Ability to relate well with adolescents and eagerness to share faith with them; state inspected automobile (driver's license)	Allentown
Christian Ministries 5843	Global Outreach	Update communications pieces for Global Outreach Dept; Oversee "Mission Moments" Vacation Bible School Project; Provide support for short-term mission trips; Provide staff support for CURE Headquarters as time permits; Event Coordinating by assisting with regional events in the Harrisburg area.	High level of computer, organizational, verbal, and written skills. Leadership qualities including the ability to encourage and inspire others to accomplish set goals.	Lemoyne
Christian Ministries 2848	Pastoral Ministry	Pastoral ministry with the residents at Messiah Village and assisting in leading worship services. Opportunities include: leading Bible studies with persons of varying cognitive levels; hospital visitation of residents; leading devotionals on our campus in-house TV channel; attending familial services of numerous faith traditions; one on one visitation of residents throughout our campus; singing in the chapel choir or doing sales if interested	Love and respect for older adults Public speaking Particular interest in female student to accentuate the Miriam Project portion of the Lily Grant.	Mechanicsburg
Christian Ministries 7936	research	research, legal briefs, assembling info		Harrisburg
Christian Ministries 7676	Youth Ministries Intern	<ul style="list-style-type: none"> •Create opportunities to use skills and experience that satisfy educational requirements •Assist with the coordination and implementation of after school program •Orient new youth into the center •Shadow the Coordinator when meeting with outside community agencies •Participate in book discussion that relates to student's specific interest •Co-design and lead spiritual development 	<ul style="list-style-type: none"> •Be a mature disciple of Christ •Possess solid/positive character •Have an interest in and a willingness to meet youth where they are, a willingness to build relationships with them, and a desire to see youth grow in all aspects of 	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Christian Ministries					
6029		Youth Ministry	Intern will assist the Director with both the Middle School and High School Youth Programs. Duties include planning mid week events, as well as assisting in the planning and execution of the Sunday evening youth program.	highly relational; administrative and be able to work well in a team environment; innovative and creative.	Lancaster
Christian Ministries					
7958		Youth Program - Christian	Working with the youth program and helping lead bible studies as well as day and service trips with the youth.		Doylestown

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication /					
Communication					
7326	Account		Learn & understand radio business; Work and research (Arbitron Ratings system); Prepare and present to customers and potential customers; recommending creative advertising solutions		Harrisburg
Communication					
532	Administration		Assist in arranging directors' mtgs. & legis. events, business research and writing and special project management. Summer intern positions are paid.		Harrisburg
Communication					
5071	Administration		Interns would work alongside of the director of the "Connections of Life" program assisting him in communication, promotion and implementation of this new program. Since this program is a new facet of CURE, the intern will have the opportunity to utilize his/her creative skills as the program develops.	Interns must have the basic understanding of Microsoft professional documents such as Word, Excel and PowerPoint. Excellent written and verbal communication skills are vital to this position. The applicant must be organized, flexible, and willing to partner with a	Lemoyne
Communication					
5270	Administration		Involvement in volunteer monitoring data system program & River Sojourn program. Duties include: Review data; assist in arranging training sessions; assist in promotion activities. Prepare & distribute manuals, draft phase & final grant reports, write & research articles for two publications. process memberships & insurance endorsements, update & maintain contacts database, maintain calendar of events, attend promotional events, monitor online Bulletin	Current driver's license ; Ability to drive to meetings; Knowledge to work w/a PC using Windows; Other applications - MSWord, Outlook, Excel & PowerPoint. Excellent communication skills & understanding of env. issues facing watersheds. Familiarity with using the	Harrisburg
Communication					
7336	Administrative		- create and maintain database - attend and participate in board meeting - create procedures, processes and guidelines in a work instruction format - assist in daily office tasks (serving in volunteer center, communicating with visitors about Downtown area).	Strong verbal/written communication skills; ability to multi-task, work independently and complete assigned tasks within time frames. Basic computer skills, applications and programs incl. Microsoft Office. Willingness to provide public presentations in a variety of	Harrisburg
Communication					
5243	Archival / Fundraising		Create a document using over 20 years of organizational data. Detail, for the community, the cultural, visionary, & financial history of the organization. Assist in fundraising, contact sponsors & donors, collect financial data, attend the event.	Strong writing skills. Excellent ability to communicate professionally with students, donors, and businesses. Comfortable with computers and the Internet. Understanding of basic financial record keeping & budgets	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	6387	Assistant Account Executive	-Research various topics related to business and existing agency accounts including: promotional techniques, promotional legalities, prospective client backgrounds, competitive clients, assist AE with preparing documents and Powerpoints, organizing work, attend client meetings and interact with some clients. -Assist the media department in the following areas: publication and media research, market research, media library maintenance/upload, and		Lititz
Communication	6760	Audio Visual/IT	Convert in-house VHS footage to DVD or .avi, upload several projects to website. Provide input and support on all web-based functions. Create animations for website. Create and maintain electronic archive of office files. Assist and develop new technology projects for the advancement of pro-choice policies. Suggest and implement technology solutions for	Applicants must have two years of related coursework in IT, audio-visual, multimedia/communications, and/or web design/development. Proficiency in Microsoft Office, web-design software, and audio/visual software necessary. Work in our office	Harrisburg
Communication	533	Business Development/ Comm.	Assist with planning and coordinating 23rd Annual Chamber Dinner scheduled for Sept. 24, 2007; Contact members regarding sponsorship of and/or purchasing tables/seats at Annual Dinner; Assist with planning and coordinating the June 14, 2007 Investor member reception at Lt. Governor's residence Contact members regarding sponsorship of	Strong verbal and written communication skills Proficient in MS Office including Excel and Outlook Detail oriented with excellent follow-up skills Comfortable dealing with corporate executives	Harrisburg
Communication	7294	Campaign Organizer	Campaign organizers will work with campaign staff of a PPPA endorsed pro-choice candidate running for state office. In addition, campaign organizers will be on the front lines of the national One Million Strong Campaign to identify, energize and mobilize one million Planned Parenthood voters in the 2008 election. There will be a one-week campaign training followed by a voter-identification project. Campaign organizers will be required to work on	deally willing to commit 35 hours per week, however we will review applicants able to commit 25 hours per week. Applicants must have experience and/or sincere interest in grassroots action for change and a strong commitment to reproductive freedom and Planned	Harrisburg
Communication	1318	Client Profile Assistant	Must have good writing skills and research ability to review client and project files and prepare summaries of these engagements. Computer skills critical, May work closely with professional staff.	25 hours/week minimum; Good communication and writing skills. Computer skills.	Mechanicsburg
Communication	5292	Communication	Review & develop computer software integration. Solicit advertisers & compile newsletter articles for quarterly newsletters & industry directory. Prepare press releases on issues & awards. Develop marketing theme for membership recruitment. Prepare PowerPoint presentations. Review website & analyze cost comparisons of web designers, solicit advertisers and update site.	High degree of knowledge in computer integration Excellent verbal & written communication skills. Detail-oriented. Proficiency w/Word, PowerPoint, Crystal Reports, Access, WinFax, Excel, web-site development experience is a plus.	Harrisburg
Communication	5942	Communication	15 hours min. / 37.5 hours max. Variety of projects available. - year round.		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	5946	Communication	Company works with electronic pre-press; digital video; interactive multimedia; and CD-ROM.		Enola
Communication	6749	Communication	Assist with analyzing and correcting field visit findings; assist with development of a work plan training manual for the Agility Program; Assist with development of the first management manual for the New Products Program; assist with duties as scheduling meetings, scheduling Agility field visits, preparing presentations for meetings, etc.		Harrisburg
Communication	5283	Communication - Public Relations	Duties might include but are not limited to: writing (magazine, press release, newsletter, executive summary), desktop publishing, special event planning and research. Duration: Spring semester; hours and times flexible. Part- or full-time possibilities available. Excellent opportunity to build professional portfolio. Stipend available at end of internship based on performance.		Lemoyne
Communication	5542	Communication / PR	Projects: Publication and Web site design work for IT dept; design/edit sample employee orientation manual, work on CCAP publications, Insurance programs procedural manual, inventory Data Conversion (for BUSA majors), vehicle risk management group, prison risk management guide.	independent, organized, writes well, someone who wants to learn more about county government	Harrisburg
Communication	6414	Communication Assistant	Intern will assist with event coordination for training sessions, meetings and conferences; prepare materials for events, manage registration for event (eg. databases; assist with marketing and various planning activities.	Proficiency in Word, Excel and some knowledge of Access; good verbal and written communication skills; outgoing and willing to take initiative with projects.	Camp Hill
Communication	114	Communication/PR	handle press releases; participate in corporate communications initiatives; work with volunteers; and assist in planning and executing promotional activities and fundraising events	Initiative, flexibility, professionalism, be outgoing, handle a speedy office, good writing skills, be very organized.	Hershey
Communication	5152	Communication/PR	Conduct industry research & competitive analysis. Contribute to creative brainstorm sessions. Assist in writing proposals & marketing plans. Write & design company newsletter. Write & distribute press releases. Build & maintain media contact list. Go on field trips to a number of agency suppliers, media outlets and vendors.	Self-starter and a generalist - capable of easily switching from copywriting to research to public relations. Proficient in Microsoft Word, Excel, Access and PowerPoint.	Camp Hill
Communication	469	Communications	Assist with industry research; the writing, layout, proofreading and print production of our monthly four-color magazine; the layout and print production of our national membership directory; the updating of our site on the World Wide Web; the writing and dissemination of our press releases; and various promotional activities.	Strong writing skills with experience in desktop publishing. Attention to detail is essential. Must take initiative and project confidence, maturity and poise. Should be an independent thinker and a team player. If chosen for an interview, student must	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	862	Communications	Write media releases, assist with special events, update media files, assist with newsletter production, develop programming for local schools, give facility tours.	Strong verbal/written skills; will be asked for current writing samples; may need to be available some evenings and weekends.	York
Communication	529	Communications	Assist on shoots and in master control, take video feeds, log tapes, and keep records. Unpaid. Work between 20 and 40 hours weekly. Based at Pennsylvania Cable Network facility in Camp Hill, five miles west of downtown Harrisburg.	Flexible schedule, computer experience, knowledge of political process, knowledge of TV production	Camp Hill
Communication	600	Communications	Varied	Varied	Harrisburg
Communication	227	Communications	Conduct interviews, collect information, and write articles for bimonthly corporate magazine as well as assist with other communication functions.	Excellent written and oral abilities, strong interpersonal skills, experience with college newspaper helpful.	Bethlehem
Communication	457	Communications	Support the PR/communications activities of three account executives who serve a diverse client base. Write brochures, advertisements, news releases, newsletter articles and speeches. May assist with layout/design, photography, editing, proofreading and research.	Solid writing, organizational and creative skills; experience in MS Windows, Word and WordPerfect. Opportunity to work with PageMaker, QuarkExpress and MS Access.	Harrisburg
Communication	310	Communications	Opportunities available in Communications, marketing, advertising, fundraising, membership services	Prefer major in english, marketing or related field Ability to write news releases and psa's; articles for newsletters, features for specialty publications; flyers for special events. Some knowledge of broadcast media, internet would be helpful	Harrisburg
Communication	599	Communications	Assist with communications, PR, and marketing projects.		Harrisburg
Communication	968	Communications	Assist with communications projects including labeling, proofreading, data-entry, and graphic design.		Harrisburg
Communication	2392	Communications	Publicity: Assist with: Daily review and clipping of media coverage & placements in regional publications; Weekly and monthly distribution of Whitaker Center events to various media; Draft & distribution of press releases; Collateral distribution & inventory; Website proof reading, photo acquisition, etc. Provide advertising support & liaison with sales representatives. Support promotional initiatives through research	Experience in press release writing, proofreading and media relations a plus; strong interpersonal/organizational skills; must have own transportation	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	2895	Communications	Assist in production of weekly radio shows and video projects; media press releases; writing and reporting for publications such as The Pennsylvania Citizen and Pennsylvania Families & Schools magazine.	Minimum 25 hrs/wk; be organized and self-motivated; able to work without constant supervision; have some skill in research & writing; Share some knowledge and passion about the Institute's core issues. Experience in computer data entry and use of Microsoft	Harrisburg
Communication	4010	Communications	Media relations activities, including writing press releases and designing ALAPA press kits. Media tracking, including statewide media analysis reports. Website content updates & expansion of sites. Some general office work.	Computer skills, including word processing (Microsoft Word), spreadsheets (Excel), Access, & Publishing. Excellent communication skills & ability to work independently.	Camp Hill
Communication	4823	Communications	Coordinate details for Big 33 - Represent PNC at all functions. Assist in logistics, PR, and photography and news article writing for Big 33 events. Provide logistical support for any projects that are scheduled. Write news releases, PNC intraweb story articles and other items.	Strong writing skills, some photography experience, proficiency in MS applications & PageMaker. Excellent planning skills; pay attention to details.	Camp Hill
Communication	4863	Communications	Sustain communication and public relation efforts in the HR marketplace. Write trade journal articles, press releases Develop and write interactive benefit workbook	Must be able to think out of the box. Must have ability to work in a fast-paced environment and meet deadlines. Necessary aptitudes include understanding instructions, problem solving, self-directed initiatives, analytic ability, memory concentration, and	Harrisburg
Communication	5410	Communications	Media relations activities, including writing press releases and designing ALAPA press kits. Media tracking, including statewide media analysis reports. Website content updates & expansion of sites. Some general office work.	Computer skills, including word processing (Microsoft Word), spreadsheets (Excel), Access, & Publishing (PageMaker). Excellent communication skills & ability to work independently. Organization skills, people-person. Enthusiastic, willing to learn, fun and creative	Camp Hill
Communication	5881	Communications	Intern will coordinate and manage tasks related to PNC's title sponsorship of the PNC Big 33 Football Classic; write releases, contact media partners, handle photography, work alongside nonprofit agencies on event and project coordination. Other departmental writing included.		Camp Hill

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	6740	Communications	Intern is responsible for originating introduction phone calls to primary contacts (President, CEOs, etc.) at IT companies nationwide to cultivate interest in BitLeap's channel partner program. This position will provide a unique opportunity to participate and understand the process of new business development in a rapidly growing startup business.	self-motivated, excellent communications skills, ability to learn new concepts and technical details quickly.	Carlisle
Communication	6895	Communications	Assistance with all aspects of survey process. Job duties include: updating websites, proofing, invoicing, helping with sales/promotional items, mailings, sales, fielding customer calls etc.	Good communication skills both orally and written. Skills: Knowledge of Microsoft Office, good phone skills, attention to detail, organized, team player	Harrisburg
Communication	6924	Communications	Intern will: 1. The Authority – assist in the development of special feature articles and graphics for use in PMAA's magazine (circulation: 6000). 2. PMAA Annual Conference & Trade Show – assist in the development of conference program and materials for second largest conference in the Commonwealth of Pennsylvania including registration materials	Computer literate in MS Office/Word, MS/Outlook, and Internet Explorer. Familiarity with graphics programs (Quark, PhotoShop, Illustrator) desirable, but not required. Must have good people skills and a willingness to interact with PMAA members, elected	Wormleysburg
Communication	7442	Communications	global defense and aerospace company Intern will 1) execute employee communication strategies, 2) coordinate joint monthly newsletters publishing (writing, editing, design etc.), 3) Assist internal groups with communication needs, 4) coordinate content & maintain communications web site	Pursuing journalism/PR/comm; solid writing and interpersonal skills, proficient in editing, PR & publication design; knowledge of desktop publishing for newsletter and web site (PC layout with Quark XPress, photoshop); Basic knowledge of business	York
Communication	7615	Communications	Assist program staff in development and implementation of trauma prevention education programs. Internships are paid IF and only IF the student is PHEAA eligible.	Good organizational skills, good computer skills, research skills.	Mechanicsburg
Communication	7446	Communications - Spanish	<ul style="list-style-type: none"> •Development of resources for affiliated organizations (family support programs across the state). •Research and write materials for our website. Check website for accuracy and need for updates. •Assist staff with planning and follow through on public awareness events such as Child Abuse Prevention Month events, health fairs, and family nights 	Good writing and communications skills. Spanish requirement for graduation.	Harrisburg
Communication	6033	Communications / Economics	Assist Director of Communications in campaign promotions.		Mechanicsburg
Communication	1369	Communications / Event	Assist with a variety of functions such as producing brochures and newsletters, general publicity, media relations and updating of the website. Serves 27 counties.	Familiar with MS Word/Access/Excel. Good written and oral skills, good organization, detail-oriented and personable.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	5128	Communications / Marketing	Press Releases; Media Relations; Research; Communication Audits; Strategic Marketing and Communications; Budgeting; Membership Communications; Standard Operating Procedures (office management); Website Development; Writing; Events	Project Management; Multitasking; Leadership; Design/Layout; Editing; Writing; Superior Interpersonal Skills; Independent Thinker; Ability to meet deadlines is must.	Harrisburg
Communication	5862	Communications / Marketing	Assisting the Marketing Department with all required duties to include: Proposal Preparation – primary responsibility of the department. Press Release Preparation Website Updates - including photo preparation Marketing Associated Administrative Duties as assigned including organization and storage of proposals and professional photographs.	Must have in depth knowledge and experience using the following software: Microsoft Word, Excel, PowerPoint Adobe Photoshop CS2 In Design CS2	Mechanicsburg
Communication	7510	Communications / Marketing	Suasion interns aid in executing marketing and communication tactics while gaining real-world experience. Through Suasion, students gain an understanding and appreciation for the services we provide, while helping to fulfill our social mission by directly impacting the lives of individuals we serve. Suasion provides services to social service, health care, non-profit and mission-based organizations. Anticipated Duties & Responsibilities: Conduct market research Write	team oriented, professional students who desire a focused and self-directing learning experience.	Dillsburg
Communication	7443	Communications / PR /	Marketing Projects: 1) MANTEC website (rewriting text, provide input for website "face-lift"); 2) New stories (write success stories for current clients, research & write newsletter articles); 3) Database management 4) Marketing activities (marketing materials for event series)		York
Communication	2964	Communications / Video	Responsibilities may include website design work, video editing, production, client interaction, set-up lights, audio equipment, and duplication of finished video projects, CD production and working live events.		Mechanicsburg
Communication	6898	Communications & Advocacy	Writing content for quarterly newsletter and bi-monthly e-news; Writing news releases and coordinating follow-up with media; Writing content and performing updates on REACH's website; Maintaining REACH's database and contact lists (mailing, legislative, fundraising and media); Event-planning related activities; Creating and sending information packets for legislative issues, fundraising activities and outreach events; Working along side REACH staff members on	Computer—Microsoft Office including Word, Excel and PowerPoint; email and internet; Good writing skills; Well organized; People-person; Independent worker; Enthusiastic; Creative; Dependable; Willing to learn; Previous event planning; Previous fundraising	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Communication	6772 Communications & Research	Responsibilities include: research on legislation, assist government relations staff in their advocacy efforts, working with research staff on multiple survey mailings and projects, assist member services staff in preparing for meetings and events, assisting in maintaining the AICUP website.	interest in state government, higher education, or research; good written and communication skills; and the ability to use Microsoft Office applications such as Word and Excel. Website editing and maintenance experience desirable.	Harrisburg
Communication	7869 Communications and Marketing	Activities include regular news scan, writing and editing of weekly releases, website updates, proofing/production/distribution of publications, and writing projects as assigned. KEY OBJECTIVES •Raise the profile of the organization by disseminating key messages to appropriate audiences •Produce inspiring and cost-effective materials PRINCIPAL ACCOUNTABILITIES •Research and write articles/releases for local media distribution	KNOWLEDGE AND EXPERIENCE Required •Communications/ marketing major currently entering junior or senior year Desirable •Experience working with the media or other influencers •Experience working in the not-for-profit sector •Experience editing websites	Harrisburg
Communication	5217 Communications Assistant	Assist Communications Director in preparing and distributing information on policy making for children in Pennsylvania. Activities may include writing newsletter articles, preparing news releases and packets, monitoring federal and state government activities, working with the media, and writing other materials as needed, and exploring television production possibilities.	Interest in public policy and children's issues. Excellent attention to detail. Good verbal, communication, and interpersonal skills. Computer literacy, with emphasis on the Microsoft Office Suite. Ability to work independently and in a team environment with minimum	Harrisburg
Communication	5966 Communications Assistant	Interview staff members and write newsletter articles, coordinate newsletter production, review materials on web site and produce updates, assist with general writing duties including direct mail, press releases and event materials.	Strong writing skills necessary. Interest in environmental issues helpful.	Harrisburg
Communication	7873 Communications Assistant	Assist executive director of Harrisburg Public School Foundation and Community Relations Coordinator of Harrisburg School District with developing better list of contacts. Create a database of individual donors, alumni and friends of the district. Update media list. Contact media with suggestions for news stories for school year 2009-2010. Organize information for 2009-2010 School District Calendar. Help with revisions on District Handbook. Assist with	Experience with typing, spreadsheets.	Harrisburg
Communication	998 Communications/Marketing	Assist in development of various marketing projects.	MS Word or WordPerfect; MS Access helpful; able to work on their own.	Camp Hill
Communication	6089 Communications/PR/Marketing	*Working directly with the Director of Communications. (Candidate will also have interaction with other office staff on daily basis.) *Writing occasional press releases. *Writing and/or editing occasional articles for the web site, newsletter and award-winning magazine. *Occasional graphic design and layout for magazine and/or newsletter. *Assisting with the publicity for the 2007 state	*Full time student at a local college or university, majoring in Communications, preferably with a concentration in Public Relations or Marketing. *Candidate should be a third or fourth year student. *Would be required to work at least 10 hours/week for	Summerdale

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	295	Communications/Public Relations	Writing press releases, editing, proofreading, creative development/brainstorming, media research, conduct interviews, database management, copywriting and editorial development, communicate with editors and reporters	Computer skills, excellent writing skills.	Camp Hill
Communication	3585	Community Outreach	Assist with outreach programming, including: Gift of Music - collection & distribution of instruments; maintain contacts with schools & donors. Assist with community art shows & liaison with artists and companies. Assist with program marketing - create flyers, newsletters, postcards, etc.	Strong writing skills. Excellent ability to communicate professionally with students, donors, and businesses. Comfortable with computers and the Internet. Desire to learn nonprofit community programming.	Harrisburg
Communication	6933	Convention Services	Work for the Director - shadow and participate in daily activities. Also, there will be an opportunity to work with the Director of Sales and Marketing at the Hilton		Harrisburg
Communication	5016	Copywriting	Assist in proofing and editing print ads, billboards, radio and TV scripts; Have an opportunity to concept and write broadcast scripts; Will attend thinkit sessions for select projects; Administrative duties (Copying, filing, faxing); Assist creative department on as needed basis	Knack for detail; People person; Forward thinker; Motivated self-starter. Word, Internet Explorer, Outlook.	Harrisburg
Communication	7473	Customer Service	Intern will assist Customer Service team to facilitate customer issues and inquiries. Position requires ability to solve problems and to make recommendations relative to order fulfillment capability impacted by planning and scheduling. Intern will manage customer order file (order entry, order maintenance, pricing structure, overall customer data profile).	Effective oral and written communication skills; MS office skills (word, excel). Must possess good problem solving skills and be able to think 'on your feet'.	Glen Rock
Communication	5849	Development / Marketing /	plan/prepare/execute museum events; man tables at expos etc; promote use of museum facilities thru mailings, phone calls, emails, etc; develop new marketing ideas; conduct surveys; produce newsletter, grant proposals, press releases etc; research grants and funding partnerships; work with donor and membership base; assist in fundraising and membership drives; find sponsors for exhibits	**marketing, comm, pr majors** good org and comm skills; working knowledge of Office; interest in history	Harrisburg
Communication	7354	Emergency Services Assistant	Update agreements between businesses/organizations and American Red Cross. Collect required demographics, data, and maps for damage assessment. Assist in the Emergency Services Director with the marketing of business partnerships that provides additional resources for a response effort.	Ability to utilize project management skills to plan and implement assigned projects. Attention to detail and ability to organize efficiently. Good verbal and written communication skills. Good Computer skills. Self-motivated; willing to learn.	Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	7502	Event Coordinator	Positions available would be in general kitchen prep, sous chef, and event coordinator. All additional aspects of the business could be experienced as well.	We only require that each individual that comes to learn also comes to work. There is only one true way to learn the food service industry and that is by working multiple positions and learning on siph.	Mechanicsburg
Communication	4733	Event Management	Purpose: To increase york county's readiness in the event of an emergency or disaster. Work effectively with team members and supervisor to accomplish the goals and objectives of the program. Attend and complete all required training and certifications; create a youth emergency & disaster preparedness campaign.	Proficiency in MS Word, Excel, and Power Point. Ability to prioritize and coordinate tasks and assignments; excellent follow-up & attention to detail; excellent communication & interpersonal skills; experience working with other community based	York
Communication	5232	Event Planning	Assist with state convention in Nov. 2005 in York, PA, as well as other events.		Harrisburg
Communication	7468	Event Planning	Interns assist in the development and implementation of special events including the Walk MS, Bike MS, MS and MS Polo Match. Duties include writing press releases, developing recruitment pieces, securing sponsors, working with volunteers, developing event materials, etc.	Good writing, interpersonal, and organizational skills	Harrisburg
Communication	7506	Event Planning	looking for creative people to help, plan and execute events. This potential candidate should have an interest in event planning, advertising, design layout and communications.		Harrisburg
Communication	5462	Event Planning / Marketing	Event planning assistance for upcoming events; Assist Coordinator with development and dissemination of event marketing collateral material; assist in development of committee meeting agendas and minutes; communicate with Chamber members with event details, assignments etc.; Attend as many upcoming events as schedule allows; and other duties as deemed appropriate by Events marketing Coordinator, Director of Communications, or	Outstanding oral and written communication skills; Ability to work in a team atmosphere, as well as independently; High level of energy and enthusiasm; Ability to handle multiple projects simultaneously; High level of computer proficiency; Highly professional; Active in	Harrisburg
Communication	5625	Event Planning / Sales	Assist with the planning and execution of all social functions that occur at the resort, including weddings, golf outings and fundraiser events. Design newsletter.		Harrisburg
Communication	5968	Film	. Internships are unpaid volunteer positions but are rewarded with full film credit and tons of great learning experiences as well as college credit if you are an enrolled college student. Interns need not be students but must be available to commit to regular weekly working hours. Tasks include logging footage, working with video files, office work, assisting with sound design and foleys and other miscellaneous jobs. Interested parties should be committed		Lancaster

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	6412	Film	Eg: PRE - PRODUCTION: scripting, storyboards, creative consultation / development, budgeting, marketing / ad campaign, location scouting, grant writing, public relations. POST PRODUCTION:		Lancaster
Communication	6447	Film	Independent film company which creates original stories and turns them into movie shorts, music videos and full-length films. Digital video, multimedia production, distribution and publication company.		Harrisburg
Communication	6593	Film	Creator of short and feature-length films; Internet news service focusing on politics		Harrisburg
Communication	846	FM Radio Production	Pull sound bites from programming & incorporate into "image spots;" write promotional copy; assist production engineer in recording location sound/listener ID's. Guide students to our website www.witf.org – go to the career section and then to the internship section it will have a listing – you may click on those to get a brief description of each one.	Knowledge how the use Microsoft Access and use in internet to research various radio projects. Sophomore, junior, or senior class standing. Unrelated major.	Harrisburg
Communication	4238	Fundraising	Assist with fundraising programs, creative event planning, website maintenance, educational programs, committee participation, and database management.	Verbal/written communication skills; phone handling skills; computer literate (Microsoft Word). Desktop publishing a plus. Required: Detail-oriented; excellent follow-through, organizational skills; willingness to work with people in pairs; appreciation	Harrisburg
Communication	788	Health Care Industry	- collect and summarize information about 1500 major health care systems, current events, mergers, etc; enter info into database; prepare for publication in newsletter	- excellent oral and written communication skills - ability to grasp and summarize basic medical-business related news - basic computer literacy- Windows-based programs	Carlisle
Communication	477	Health Education/Event Planning	Individual would help with health fairs; take info to health fairs from organizations (Heart Assoc, Lung Assoc)		Harrisburg
Communication	5906	Hershey Bears Game Day	Assist Production Supervisor with coordination and execution of game day operations: compile and distribute media notes etc, coordinate Rink of Dreams activities, moving promo items into place before the game, help sponsors to designated locations, prepare and conduct charity and season-ticket-holder events	Soph, Jr or Sr only. Able to express enthusiasm, excellent verbal and written comm skills, innovative and self-motivated, comfortable speaking to large groups, ice skating experience a plus	Hershey
Communication	7497	Hospitality	Learning how to run and work a mid-scale restaurant in the hospitality industry; working on reports, hiring, training, managing employees; participate in job shadows, MOD Shifts, guest service training, etc.		Hershey

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	5955	Immigration / Communication	Exploring and implementing new public relations methods; Researching various country situations to assist in preparing asylum cases; Translating for the refugees (languages include Spanish, French, Russian, Arabic, and Turkish); Updating our website; Creating a DVD about refugee resettlement with CWS to be used for church sponsorship; Writing articles about refugees for the local newspapers; Interviewing asylees and refugees; Transporting refugees to various		Harrisburg
Communication	5882	Marketing	Assisting in the improvement of eCatalog website process. Assisting in the development and production of marketing communications materials. Assisting in other activities including Photo Database, Tech Fairs, Tradeshow, etc.	Entering Junior or Senior Year, majoring in Marketing, Communication or Business Excellent communication skills, both oral and written Organized, flexible and able to manage multiple priorities Confident, quick learner who is able to work with minimal supervision	Middletown
Communication	2831	Marketing and Communications	Six month internship. Media relations: press releases, press conferences, and press clipping files. Publications: fact sheets, brochures, newsletter articles, posters and post cards. Graphics and multi-media: such as power point and MS Publisher or PageMaker. Grant packets: proof-reading and follow-up activities. Educational material packets, database	Initiative, strong written and oral communication, computer skills, ability to work as a team member. Creative graphics skills and interest in environmental matters are a plus.	Harrisburg
Communication	2783	Marketing and Event Planning	Strategies including releases, fact sheets, backgrounder, advisories, etc.; assist in production of materials for events and fundraiser donor interaction; conduct relevant research to identify target donor populations; support donor interaction; identify competitive factors; help draft campaign strategies and tactics; represent the ALA.	Interpersonal skills; computer, internet, and database knowledge; PR writing skills (capable of drafting event materials and press releases); logistical event support (coordination of resources and volunteers); event set-up and strike capabilities; strategy and analyzing skills	Camp Hill
Communication	725	Marketing/Public Relations	Help with ad copy; writing press releases; proofreading; catalog and brochure development, etc.		Mechanicsburg
Communication	2945	Marketing/Public Relations	Communications: Augment marketing & PR efforts; Assist with news release & media advisory distribution. Maintain news release binders. Assist with videotaping. Account Support: Provide online research, editing, & proofreading support. Help with materials development. Assist with phone calls, faxes, e-mails, and mailings. Coordinate with outside suppliers, and shop for client-specific supplies. Develop detailed editorial content for	Endorsement letter from professor stating they are an excellent writer. Must have a set weekly schedule, preferably 4 days a week (min. of 3). Professional, articulate, good conversationalist, extroverted, motivated. Some business experience. Must	Harrisburg
Communication	2877	Media	Music production, interviewing, some on-air opportunities.	Some knowledge of electronic media, desire to learn.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	7323	Media Ministry	To observe and evaluate the workflow of the media ministry of Christian Life Assembly (CLA); to learn and become familiar with the tools used for audio, video and lighting production as implemented by CLA; to work with the assistant media director to learn the process and procedures of CLA, to better understand and learn a working media ministry environment	Experience in at least one of the three main media disciplines audio, video or lighting.	Camp Hill
Communication	5676	Media Relations Specialist	Intern will establish policies and procedures for media relations (to include who is authorized to speak on school's behalf, handling of media request, crisis communication plan), as well as an adjustable proactive master plan (to include examine school calendar and what events/news should be promoted and how. Intern may also work on publicizing or marketing specific events or news	Solid organizational skills; strong communication skills (orally and written)	Hershey
Communication	520	Meeting Assistant	Assist with planning and coordination of meetings; correspondence, brochure design, other work		Harrisburg
Communication	836	News Reporting	Assist assignment editor, reporter, and photographers; gather stories and information by phone. Assist on field reporting as needed.	Writing, basic journalism and TV production knowledge. Apply w/letter & resume. Editing experience.	Harrisburg
Communication	757	News-Editorial	1 - 2 reporter on daily; 1 reporter on semi-weekly Shippensburg Sentinel; 12 weeks; \$150/week; deadline March 15	- must have vehicle, need background of writing for school newspaper or general circulation newspaper	Carlisle
Communication	6061	Office of PA First Lady	screening phone calls, preparing and maintaining file system for office event and press materials (PSAs, editorials, media releases, press releases) and writes formal correspondence (as needed) on behalf of Judge Rendell. Intern handles all official greetings (preparation, contact and mailings), assists in the drafting of briefings for the First Lady's public events. Additionally, intern represents Office of the First Lady at official functions held at the Governor's Residence		Harrisburg
Communication	789	Online Service Systems Operator	- assist with research, design and marketing of USL's new health care industry online service - locate info for electronic distribution/publishing and sites on the Internet - help with marketing	- excellent oral and written communication skills - ability to grasp and summarize basic medical-business related news - basic computer literacy- Windows-based programs, as well as online services and the Internet	Carlisle
Communication	7556	PR, Publication, Assistant	work on projects with CCAP staff related to your major	writes well, able to work independently, is organized and wants to learn about county govt.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
	Communication 6001	Press Office	Assist in coordination and production of gubernatorial press conferences and special events, field gubernatorial media phone calls, compile and analyze the Governor's media exposure.		Harrisburg
	Communication 5886	Production Assistant	Experience as a production assistant on location at shoots, including setting up lights, audio, and scene changes. Assisting in the pre-production process, including creating the concepts and scripts, shot list and over all game plan for the production.		New Cumberland
	Communication 5879	Program Assistant - Camp Hill	Assist with planning, logistics, sponsorship sales, team recruitment, marketing and publicity for various educational programs.		Camp Hill
	Communication 7012	Program Assistant - Lancaster	Some night and weekend hours; Assisting with event planning; Developing materials to circulate about upcoming ALA programs / trainings / outreach sessions; Responding to client inquiries regarding cessation services and/or other healthcare issues; Attending health fairs on behalf of the ALA; Working with other ALA staffers as needed on upcoming events; Additional administrative duties as required; Help assemble and prepare materials used in grant	Interpersonal and communications skills; Knowledge of current computer applications such as Microsoft suites; Public relations writing, presentation and planning skills; Logistical event support (coordination of resources and volunteers); Event setup; Strategic and	Lancaster
	Communication 5714	Program Coordinator	Intern will have opportunities to plan events, develop programs and exercises to learn skills, further study business communication	general computer and Microsoft office knowledge	New Cumberland
	Communication 121	Project Management	Company works with electronic pre-press; digital video; interactive multimedia; and CD-ROM.		Enola
	Communication 5950	Promotions	Contacting various forms of media to coordinate promotions, implementing various promotional events on-site, assist with kids club at ZooAmerica, research promotional trends in the amusement park industry	Knowledge of MS Word, Excel, Power Point, Windows, Internet	Hershey
	Communication 376	Promotions / PR	Assist promotions department in planning and implementing special events (live broadcasts, appearances, etc.).	Strong communications skills, PC experience - Windows 3.1, WordPerfect 6.0, Pagemaker 4.0	Harrisburg
	Communication 2708	Promotions/ Communications	Interns assist in the promotional department, from the birth of the idea, though the detailed planning stages, and execution, as well as setting up live broadcasts. Learn how to build proposals (as well as recaps)and edit digital audio production. Part-Time Promotions Setting up displays and representing Citadel stations at various public events, concerts, movie premieres, carnivals, festivals, and remote broadcasts.	No experience required, but students need good communication skills, valid driver's license and be self-motivated.	Elizabethtown

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	218	Public Affairs	Serve as a link b/t non-profit agencies and FOX43 including ongoing community campaigns, special weekend events, and our charitable giving fund. Involved in writing, field shoots, and event marketing.	Enrolled in accredited college; Jr/Sr standing; College must approve internship and student must receive academic credit for the internship.	York
Communication	243	Public Liaison	Assist with writing letters and answering phone calls, writing greetings and proclamations for the Governor's signature, help with the appointments process, help set-up special events with the Governor.		Harrisburg
Communication	536	Public Policy	Students interested in mental health/retardation, and drug and alcohol issues, will find engaging work with this legislative/research organization.	Outgoing, teamplayer, self-starter, good communication skills, technical writing abilities helpful. Direct care experience helpful.	Harrisburg
Communication	4739	Public Policy	Public Policy- assist with organizing and lobbying efforts Board Governance- assist with development of Board manuals, involvement with Board meetings, processes, etc. Communication- assist with marketing, media, and public relations efforts	Should have desktop publishing skills, knowledge of Excel/Word/Access and be a strong writer.	Harrisburg
Communication	5144	Public Policy	Responsible for the collection of relevant data to advocate funding, conduct a statewide public opinion poll, & create a resource binder for other state advocates. Assist with drafting remarks to legislative committees, create press releases, & work with the CIO on other fund-related issues.	Interest in tobacco control or public health issues. Computer skills: Word, Excel, Access or other database, email, & internet. Good writing & organization skills. People-person, independent worker, enthusiastic, willing to learn, fun, & creative.	Camp Hill
Communication	5478	Public Policy/ Lobbyist	assist w/ ongoing client project; shadow team create legislative tracking reports; attend hearings; assist w/ creation of testimony; review current legislation/analysis		Harrisburg
Communication	408	Public Relations	Students get exposure to PR, project management, fundraising, volunteer management and development. Exposure to staff management and program development.	Good communication and interpersonal skills; positive attitude, initiative, and ability to work with a team.	Harrisburg
Communication	647	Public Relations	Interns serve as junior writers and editors on PHEAA publications. Students will operate desktop publishing equipment and assist in general office administration.	Experience and/or course work in writing, editing, and publication layout and design.	Harrisburg
Communication	70	Public Relations	Prepare news releases and newsletter; work with Bowl for Kid's Sake event; perform data entry. Serve on PR and Fund Development Committees	MicrosoftWord, spreadsheets, good organizational skills, writing skills, friendly and outgoing, have transportation.	Harrisburg
Communication	62	Public Relations	Help coordinate speaker's bureau; data entry for various media files; help coordinate special events, Christmas program; help gather information for Winter newsletter.	Christian, understands the importance of public in a non-profit environment. Computer/writing/organizational skills.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	1258	Public Relations	Maintains web sites; write articles for internal and external newsletters; proofread written material, draft news releases, assist with promotion, create flyers using desk-top publishing; provide clerical and research support as necessary	Good written communication skills; ability to use a variety of software, write, edit, and create web pages and both Macintosh and PC platform; thorough knowledge of Front Page Editor, Front Page Explorer, Adobe Illustrator, Adobe Photoshop, PageMaker, Adobe Acrobat	Harrisburg
Communication	1723	Public Relations	- be involved in a wide range of public relations work, including: radio interviews; media contacts; publicity and promotions; - work with the Children's Miracle Network Telethon - - contribute to the internal and external publicity		Hershey
Communication	2267	Public Relations	After School Program Cultural Arts Center Food Distribution Program Pre-school Recreational Program		Harrisburg
Communication	2816	Public Relations	Handle press releases, corporate communications initiatives, and assist in planning and executing promotional activities and related events.	Strong verbal, written and interpersonal skills; confidence.	Harrisburg
Communication	3666	Public Relations	Write press releases; Crisis communications; Event management, Product marketing; Political advising; Issue management/advocacy.	Excellent oral and written skills; proficient computer skills. Majors: Communications, Journalism, Business, Finance, English	Harrisburg
Communication	4869	Public Relations	- Scan and clip daily newspapers (USA Today, Patriot News) and weekly newspapers (Hershey Chronicle) for client and agency news. - Write and edit agency and client news releases. - Create media distribution lists for agency and client news releases. - Distribute news releases. - Conduct news release follow-up efforts . - File news releases, clippings and other departmental paperwork.	must be a senior. dates are Dec 15 - May 15	Harrisburg
Communication	5174	Public Relations	Primary research (Internet or traditional document searches), writing for publication, finding photography, archiving (news clips, client files) and office organizational tasks. Media pitching and client face time.	Motivated, efficient, positive. Basic skills in Word, Excel and Power Point.	Harrisburg
Communication	5481	Public Relations	help deal w/ media; write and edit press released ad copy	knowledge of associated press style; must be able to work on deadline	Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	6718	Public Relations	Assist in providing innovative, results-oriented communication programs for business-to-business, non-profit, association, and government clients. Placing follow-up phone calls, preparing outbound mailings, making copies and emailing information to clients, to coordinating meetings and assembling client information or project files.	excellent writing/typing skills, a positive attitude, good phone manner, and a willingness to work in a professional environment. This position requires a self-starter	Harrisburg
Communication	7022	Public Relations	<ul style="list-style-type: none"> - providing support in the areas of media monitoring - maintaining various databases including media lists - conducting research for current clients and new business opportunities - formatting presentations - general office duties 	<ul style="list-style-type: none"> - solid organizational skills - strong writing ability - be a team player 	Harrisburg
Communication	7580	Public Relations	<ul style="list-style-type: none"> - providing support in the areas of media monitoring - maintaining various databases including media lists - conducting research for current clients and new business opportunities - formatting presentations - general office duties 	<ul style="list-style-type: none"> - solid organizational skills - strong writing ability - be a team player 	Harrisburg
Communication	4876	Public Relations /	Assist in development and coordination of second Mile communication initiatives which include drafting press releases, public service announcements, coordination of new articles and maintaining up-to-date print and electronic media lists.		Camp Hill
Communication	5469	Public Relations / Marketing	Intern will be assisting with the organization of the Awards Banquet - developing displays, tracking registrations, assisting with marketing, etc. Also, intern will help with the Harrisburg Garden Expo- setting up exhibit, marketing PPF, and providing tours . Additionally, intern will organize a trial run of March for Parks and assist in organizing, promoting and executing efforts.		Harrisburg
Communication	7879	Public Relations / Marketing	Intern will help recruit new mentors for the Danzante Mentoring Project. Intern will assist the Director in a development project for the Summer Arts Camp at Danzante. The intern will have opportunities to create flyers, newsletters and keep up with our blog to recruit new students. The intern will be expected to keep a set number of office hours per week. In addition to recruiting students, the Danzante would be working with the Director to promote Danzante	Interest in working with a diverse population, good writing skills, a working knowledge of Windows Operating systems and Excel Databases	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	7600	Public Relations & Event	This position entails assistance with all aspects of special event development and planning. Major duties include writing press releases, developing and editing newsletters and recruitment pieces, managing volunteers, soliciting contributions and assisting with other event related activities. This is a rare opportunity to experience all aspects of fundraising. These are unpaid internships. Spring internship candidates must be available and present on the day of the Walk (Sunday, April	Detail oriented with excellent written and oral communications skills. Must be creative, organized, able to follow directions, work both independently and as part of a team and interact well with others. Desktop publishing and Excel experience is helpful	Harrisburg
Communication	7996	Public Relations and Events	<ul style="list-style-type: none"> •Draft a variety of Chapter communications, including press releases, newsletters, articles, recruitment pieces and pitch letters •Solicit and obtain contributions from potential sponsors and donors •Engage and collaborate with volunteer committees, groups and individuals •Serve as a community advocate educating supporters about multiple sclerosis •Assist with maintaining and managing 	<ul style="list-style-type: none"> •Excellent oral and written communication skills •High interest in learning about public relations, marketing, special events, development, client services and advocacy •Comfortable speaking with others and working with a variety of people 	Harrisburg
Communication	7860	Public Relations and Events	Draft a variety of Chapter communications, including press releases, newsletters, articles, recruitment pieces and pitch letters; Solicit and obtain contributions from potential sponsors and donors; Engage and collaborate with volunteer committees, groups and individuals; Serve as a community advocate educating supporters about multiple sclerosis; Available and present the following dates and week prior: Saturday and Sunday, July 18, 19, 2009 (like MS 2009) and	Excellent oral and written communication skills; High interest in learning about PR, marketing, special events, development, client services and advocacy; Comfortable speaking with others and working with a variety of people; Familiarity with the media; Basic understanding	Harrisburg
Communication	5580	Public Relations and/or	Pennies for Patient Campaign Assistant: Make telephone recruitment and acknowledgment calls; network; assist w/ development of program materials, assembly and distribution; prepare assigned campaign correspondence and reports; assist w/ scheduling and planning events; write press releases and assist with media relations; and other duties as assigned.	Clear, concise speaking voice. Ability to collect and organize data effectively. Strong verbal and written communication skills. Excellent telephone skills.	Harrisburg
Communication	753	Public Relations/Ed. Svcs	Write scripts, press releases, brochures. Help coordinate projects like science and engineering fair, spelling bee, Scholastic Art and Writing and Newspaper in Education. Prepare special newspaper sections, assist with ceremonies as well as facilitate teacher workshops and create classroom curriculum.	Good writing, computer (Macintosh-Pagemaker, MS Word) and oral communication skills	Camp Hill
Communication	7025	Public Relations/Marketing	<ul style="list-style-type: none"> - writing articles for weekly employee newsletter - writing news releases - assisting with media relations for press conferences, events - maintain media contact information - promoting events and hospital services throughout campus by updating bulletin boards, brochure racks - general administrative office duties 	<ul style="list-style-type: none"> - college students majoring in journalism, marketing, communications, or related field - writing experience, extracurricular and/or class - related (samples preferred, but not necessary) - working knowledge of Microsoft Office 	Hershey

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	5504	Radio Production	Learn computer programs such as Prophet and Cool Edit Pro; assist with writing and commercial production; learn responsibilities of on-air personalities.		Harrisburg
Communication	790	Research Assistant/MediaNet	- responsible for fulfilling media requests by locating appropriate experts and other sources for journalists to interview when they are on a deadline, and follow up by sending marketing materials	- excellent oral and written communication skills - basic research skills - drive to learn about business especially media relations and marketing - follow-through; computer literacy-Windows-based programs - customer service	Carlisle
Communication	6726	Social Security Field Office Intern	Internship will be created on individual basis to fit major - provides valuable work experience within a professional gov't environment: Assisting and observing the claims process, assisting with informational and education presentations, medical review process, representative payee accountings, SSI monthly wage reporting, appeal requests, folder processing, etc.		Harrisburg
Communication	7356	Special Events	Purpose: Assist with sponsor proposal development and production, manage solicitation processes and coordinate benefits fulfillment for sponsors of multiple projects, with primary focus on spring and fall special events, volunteer recognition, and public awareness campaign. Under supervision of Executive Director and Volunteer Coordinator, manage recruitment, data entry and necessary communications related to Special Events	Ability to utilize project management skills to plan and implement assigned projects. Attention to detail and ability to organize efficiently. Good verbal and written communication skills. Good Computer skills. Access to computer and internet service. Self-motivated; willing	Carlisle
Communication	7159	Special Events / Fundraising	assist special events and fundraising committees identify financial and community goals of events, attend all committee meetings, assist in planning and execution of all events (negotiating prices, acting as liaison btw entity staff and vendors/suppliers/etc), coordinate and assist in all grassroots marketing efforts, process and track all ticket orders	detail-oriented, creative, personable, possess strong customer service skills, good written and verbal comm skills, enjoy fast-paced/high-stress situations which require sound judgment and cool temperament.	Hershey
Communication	7494	Special Events Coordinator	Attend client meetings, create event plans, strategic marketing plans, work on events and other opportunities as available. Intern will work on client projects, ranging from the City of York special events, to non-profit marketing plans to media relations for for-profit clients.	Good writing and communication skills, creativity, ability to be a team player and operate under pressure.	York
Communication	7499	Special Events Coordinator	Working on Memory Walks and/or annual Golf Tournament Hands on projects		Harrisburg
Communication	4744	Sports Marketing	Assist with promotion of various events - Big 33 Football Classic, hockey, golf and other events.	Excellent communication and organization skills	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Communication	837	Sports Reporting	Assist in daily production of TV sportscast. Hands-on editing, field work and logging of local games for use in newscast.	Must be interested in broadcast, not just sports; serious desire to become radio/tv sportscaster. Editing experience.	Harrisburg
Communication	6761	Statewide Communications□	Developing and writing content for our website on public policy issues Research on issues, candidates, and potential funding sources Assistance in event planning Composing correspondence, office materials, press releases Grant-writing experience a plus□	Proficiency in Microsoft Office (Word, Excel) Writing experience□Work in our office at least 6-8 hours per week (this may be divided into more than one day) -- Interns must provide own transportation to the office. Support the goals and mission of Planned Parenthood	Harrisburg
Communication	848	Video Production	Seeking interns to assist TV producers on a variety of productions; serve as production assistant on remote location shoots, live shows, and live-to-tape shows. Will also serve as a member of the technical studio production crew and as a grip; assist in phone contact and pre-interview of guests; videotape/edit field places for shows; assist in script/run-down preparation; meet/greet guests; research topics for shows; and time shows	Sopmore, junior or senior class standing with and unrelated major.	Harrisburg
Communication	5112	Video Production	Produce award-winning programs from scripts and storyboards. Do on-location and in-studio shoots. Create state-of-the-art 2D and 3D animation. Design cutting-edge interactive media that serve as valuable marketing, sales and recruitment tools. Website content development, design, hosting, multimedia and programming for the worldwide web. Develop, design, and produce traditional print pieces as collateral material either to accompany other media or as		Camp Hill
Communication	7434	Video Production	A full-service multimedia production company specializing in creating high-quality, artistic media for clients.		Lemoyne
Communication	7997	Volunteer Development	<ul style="list-style-type: none"> •Recruitment of volunteers for fundraising events, interns and office assistance •Manage placement and assignments for event volunteers •Respond to inquires on a timely basis •Coordinate in-office volunteers as needed •Research and engage new potential sources of volunteers •Write job descriptions for volunteer positions •Update and enhance on-line volunteer 	<ul style="list-style-type: none"> •Excellent oral and written communication skills •High interest in learning about nonprofit volunteer engagement, marketing, special events and community advocacy •Comfortable speaking with others and working with a variety of people 	Harrisburg
Communication	7352	Volunteer Resources	Learn and assist with volunteer application process steps. Utilize internal and external resources to aid in completion of projects. Take lead responsibility for coordinating and further modification of youth development program in accordance with strategic plan. Assist in agency readiness assessments and recruitment of youth volunteers. Coordinate and administer recognition and monthly meetings with youth volunteers	Ability to utilize project management skills to plan and implement assigned projects. Attention to detail and ability to organize efficiently. Good verbal and written communication skills. Good Computer skills. Access to computer and internet service. Self-motivated; willing	Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Computer Science /					
Computer Science	7433	Assistant Computer Technician	Internet retailer & broker of consumer electronics. *Imaging/ghosting desktop and laptop computers to factory specifications; * Troubleshooting the units that experience issues with imaging; *Organizing bulk lots of keyboards/mice/cords.etc; *Boxing and packaging computers for shipping;	Must be comfortable with minor laptop and desktop repairs; familiarity with hardware, software and peripherals. Must be able to lift 50 lbs and work in a warehouse environment.	Mechanicsburg
Computer Science	385	Computer Administrator	Program and maintain computer systems on the PCs. Provide support to computer specialists and to the users of the database system and network; write and debug, as well as test programs.	Good problem-solving skills; ability to work under high stress situations; ability to communicate verbally and in written form to technical personnel	Lancaster
Computer Science	2447	Computer Help Desk	The internship is designed to provide a well-rounded foundation so that the intern is ready to move on to whatever field of medicine he/she chooses. Interns complete four to six nights of call each month including weekends. Interns on in-house rotations will have post-call day off.		Harrisburg
Computer Science	4051	Computer Science	Update database		Mechanicsburg
Computer Science	6698	Computer Science	Knowledgeplanet is an industry leader in knowledge management and training, providing its enterprise software Learning Management System (LMS) and content creation and delivery tools.		Mechanicsburg
Computer Science	7439	Computer Science	global defense and aerospace company Intern will be involved with an Oracle startup, Lean Material Controls and analytical projects	Candidate must be able to be productive in a collaborative teaming environment; and demonstrate effective communication skills in written, verbal, and graphic forms. Candidate should have skill in integrating and applying knowledge to professionally define problems	York
Computer Science	7625	Computer Science	The purpose of this developmental position is to perform analytical work concerned with integrated systems, computer programs, and/or equipment. As an entry level trainee, the incumbent will assist senior staff members in the collection and analysis of data, performing a variety of duties with an increasing degree of difficulty and responsibility. May attend meetings and conferences.		Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Computer Science	7643	Computer Science/Technology	PLS is looking for two types of interns: Government focused interns would cover hearings, committee meetings and press conferences, as well as conduct general office duties. IT focused interns will assist with development and maintenance of various websites and databases and ideally will have . Net, SQL and HTML experience.		Harrisburg
Computer Science	518	Computer Systems	Working with networking functions and applications. VisualBasic background helpful.		Harrisburg
Computer Science	5070	E-Commerce & Web Systems	Maintain, enhance, or create new web pages & applications; Assist with Intranet maintenance; Develop and/or maintain training materials; Convert Visio or MS Office Suite documents to Abode PDF; Upgrade older FrontPage webs to ASP.NET; Upgrade ASP applications to ASP. NET; Test web system applications; Use packaged software to monitor and/or report on internet server activities.	Transact sql (knowledge of relational database structures) Client server/web environment application language (preferably ASP. NET/JavaScript/ASP/VB/VBS cript). Basic HTML knowledge. Concepts of how an N-tier	Harrisburg
Computer Science	2724	Information Systems	- Use state of the art tools to develop and deploy web and client-server applications against SQL-compliant database structures. Depending on assignment use Silverstream, Lotus Domino, Powerbuilder, Oracle PL/SQL, Novell Network Systems, Cisco Network Systems, and Windows NT OS.		Mechanicsburg
Computer Science	3883	Information Systems	20 hours of classroom lecture; 460 hours of supervised work experience. Each student is assigned a mentor who will meet with them and guide his/her experience. Weekly reading assignments, group discussions, and Learning Luncheons will be a part of the experience.	We are looking for a highly motivated energetic individual who enjoys a challenging and fast-paced atmosphere. Candidate must know Windows.	Mechanicsburg
Computer Science	5380	Information Systems	Support computer systems & radio frequency devices in warehouse and/or production areas; assist with installation of operating systems on company PC's; assist with software installation; possible programming projects as required		Conestoga
Computer Science	481	Information Technology	Serving as a Data Base administrator or a Systems Analyst responsible for planning, designing and implementing new information systems for the acquisition, storage, and retrieval of logistics management data. Potential for full-time position.		Mechanicsburg
Computer Science	922	Information Technology	Assist in the development of all OAGnet material; layout and design of all OAGnet projects; all other work as assigned by the Director of Info Tech. and Law Section.		Harrisburg
Computer Science	3893	Information Technology	Updating website, and developing content for another website		Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Computer Science	4152 Information Technology	Implementation of software programs; Regular maintenance of computer systems; Monthly audit of facility software programs & licenses; Utilization of a help-desk program to facilitate assistance requests; Assist in implementing new hardware upgrades; Assist in setup of networking systems for special events; Utilization of MS Office software to design departmental reports.	IT or related major. Must have own transportation, be able to work flexible hours, possess strong interpersonal & organizational skills, be able to lift 40 lbs.	Harrisburg
Computer Science	5758 Information Technology	The primary function of this position is to work on a team to design and develop custom applications in support of business needs. Team members meet with business process experts to understand and document business requirements. From these requirements the team develops functional and technical specifications for an acceptable application solution. The solution may be for internal business use (intranet) or external use (intranet or extranet). The team	Excellent oral and written communication skills; strong interpersonal and teaming skills; Microsoft IIS and Apache Web Server; Tomcat Web Application Server; HTML, JavaScript, Cascading Style Sheets; Java (J2EE, JSP, Struts); Application development methodology;	Harrisburg
Computer Science	7459 Information Technology	General Information Technology in a PC/Windows environment. May include programming, hardware support and installations, software installations, network upgrades, etc.		Wormleysburg
Computer Science	7472 Information Technology	Retirement Administration for local government. Position responsible for application development and analysis in a client/server environment for the purpose of extracting/manipulating data in order to generate standard and custom reports for the PA Municipal Retirement System. Intern will assist end users in database functions using various types of software applications. Intern is expected to assist in the support of the software associated in the operation of the System	working knowledge of SQL; working knowledge of Microsoft Access working knowledge of Visual basics	Harrisburg
Computer Science	7505 Information Technology	1) Troubleshooting; 2) installation & training on hardware, software & systems used in IGI operations; 3) routine IT processes (server backup, monitoring); 4) program and maintain web site	excellent interpersonal and communications skills; advanced knowledge of MS office; hardware and network maintenance and MS SQL or asp.net programming experience a plus	Hershey
Computer Science	5434 Information Technology (E-	Help update, troubleshoot, and learn about e-commerce in the real world.	JAVA, Pearl, and PHP skills. Should be fairly well-versed in 2 of these 3.	Harrisburg
Computer Science	5467 Information Technology / e	Learn how organizations drive targeted traffic to their web site and measure their success. Perform on-line research and tasks to help achieve client goals.	Undergraduate student in 3rd or 4th year of study. Ability to work 24-40 hours per week - located within driving distance of our Harrisburg, PA facility - completion of college courses in relevant subjects - high motivation and enthusiasm for learning about the visual	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Computer Science	5212 Information Technology/ web	Intern will assist in web development for inter-intranet applications; develop technical specifications for web-based development; aid in installing, configuring and maintaining software and provide support for email marketing efforts; troubleshooting and debugging	Experience with web development tools: Dreamweaver, Minimal web development experience; understanding of HTTP, FTP, security and encryption, good analytical skills, communication skills , highly organized, possess minimal knowledge and experience in	Hershey
Computer Science	5477 IT	<ul style="list-style-type: none"> • Maintain, enhance, or create new web pages/applications for the intranet, extranet, or public web. o Front-end web interface using ASP, NET, ASP, HTML, XML, javascript, vbscript, etc. o Middle tier development/maintenance using .Net or older COM based VB 6 object. o Back end database processing using SQL stored procedures. 	transact sql; client server/web environment application language (pref. ASP, NET/JavaScript); basic HTML knowledge; concept of how N-tier appl. function; VB/VB.NET; knowledge of Adobe Acrobat software and PDF files. .NET training will be provided	Harrisburg
Computer Science	5177 IT - Cyber Security	Work in a multi-platform processing env. with various security systems; Establish user IDs & passwords; Grant access to data as required; Interpret & analyze access requests; Support end users with access needs & password problems; Prompt customer service; Maintain security systems; Monitor security systems, identify potential security violations, & escalate for assistance.		Etters
Computer Science	3764 IT - Support Help Desk	Perform basic troubleshooting & resolve assigned problems; Thoroughly detail all actions taken & maintain progress reports; Track problem resolution; Escalate problem calls to higher-level representatives when necessary; Log, code, & prioritize calls while assigned to dispatch duties; Seek out additional format & on-the-job training.		Etters
Computer Science	5178 IT - Systems Engineer	Demonstrate basic understanding of immediate functional area & perform development & programming duties Integrate an understanding of Systems Development Life Cycle methodologies into project assignments. resolve routine problems & escalate issues as appropriate. Interface with support team, management, & peer groups. Prepare & maintain technical documentation.	Basic listening, writing, and verbal communication skills. Team player.	Etters
Computer Science	6444 ITS Help Desk / Operations	Intern will: identify, log, investigate, research, prioritize, and work trouble tickets or escalate to the appropriate unit(s)/person(s). Will communicate clearly, thoroughly and in a timely manner. TO assist in building a knowledge base of solutions for future tickets. To recommend policy or procedure changes that will improve the PSCEU Help Desk. To assist in maintaining credit union imaging and archiving systems.	Thorough knowledge of Microsoft Office Products; basic knowledge of MS Access and database tools; ability to work weekends; excellent organizational and communications skills; ability to work independently; knowledge of business protocols	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Computer Science	6775	Java Developer	Perform basic software design and coding; work on various projects - programming, client interaction etc. Intern will learn the software development lifecycle, from requirements gathering through design, development, testing, deployment, and subsequent release onto live production system.	Excellent interpersonal skills. Good attitude and willing to learn.	Mechanicsburg
Computer Science	5679	Junior Application Developer	Intern will design and develop application software; assist Project Manager and/or Senior Developer; design, test, implement enhancements using development tools and IDEs; monitor system software, troubleshooting;	Applications: Windows Server, Linux, .NET, ASP, VB, COM, J2EE, Java, HTML, PHP, CSS, C++ Excellent communication skills; comfortable with client interaction and present a professional demeanor; flexibility, excellent research capabilities	Camp Hill
Computer Science	7479	Network Engineering	Tasks assigned by Network Engineer, including but not limited to performing Database queries, identifying and resolving permissions audits, and implementing a Microsoft Exchange Server		Harrisburg
Computer Science	3316	Networking	Manufacturers of personal computers, notebooks, workstations, network services.		Mechanicsburg
Computer Science	7994	Networking	<ul style="list-style-type: none"> •Work with key ITC Department personnel to learn networking engineering, development, design, and project management methodologies. •Assist with communication and project work between the ITC department and its numerous stakeholders. •Assist with system testing and new development phase-in strategies. •Assist with development quality control and participate in team code reviews to learn 	Candidates must be willing to work in a collaborative, team-based environment. Communication, flexibility, and development standards are given appropriate attention to ensure that our technologies are expandable and adaptable. The above job responsibilities are subject to	Hershey
Computer Science	6897	Product Development & Delivery	Intern will assist in the deployment of a software product launch: Conduct quality checks and testing; Write detailed specifications and documentation; Assist with online help screens; Conduct usability reviews; Provide technical support for the project team.	Experience in or exposure to SAS programming; Ability to work on multiple tasks simultaneously and meet project deadlines; Ability to interact confidently with members of clinical, scientific, and software development teams; Excellent oral and written communication skills;	Harrisburg
Computer Science	6721	Product Management	Intern will interact with software from inception to delivery: Product Management and Engineering during the design and documentation phases. Intern will assist with requirements gathering, research, and feature design, reporting to Product Management.	Ability to communicate technical concepts to a non-technical audience; strong written and oral communications skills; creative drive; ability to work independently; knowledge and desire to learn software design process; ability to prototype/mockup screen	Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Computer Science	6907	Programming Intern (Perl)	Layover, Inc. is seeking an individual with practical experience in Perl/mod_perl software development to assist in maintenance of existing Web site and development of additional functionality. Ideal candidates should have experience with Perl, especially mod_perl and DBI, Linux (Ubuntu), Apache, MySQL 5.x, version control tools and a general familiarity with Open Source tools.	The following skills are not required but will be considered: Linux System Administration, XML, PHP, Object Oriented Perl, Catalyst Framework, HTML, CSS, Javascript and Ajax.	Akron
Computer Science	323	Programming	Provide application programming support for a world-wide IBM parts logistics network. Support for both internal & external customers in a professional work environment. Write PLI and REXX code; Database analysis & design; Write database queries.	Would prefer someone who could stay at least 6 months. SAS, C, C+ +; knowledge of UNIX, Windows, or MVS.	Mechanicsburg
Computer Science	6086	Programming	Assist in developing, maintaining and documenting SAS applications; installing and configuring PC software (SAS) for end users; preparing reports; enhancing hyperlinks; expanding MP Search tool; preparing training materials and assisting in training for SAS.		Harrisburg
Computer Science	6755	Programming	Versatile provides software tools for retailers to manage their credit and sales processes. Versatile creates software that extends their customers back office to the most distant end point – the mobile worker. In addition, the company delivers technology systems and services that are at the core of many of the Fortune 1000's business infrastructure.		Mechanicsburg
Computer Science	5205	Quality Assurance	Monitor investment managers to ensure guideline compliance. Perform qualitative & quantitative analysis of investment managers' performance to confirm style, performance attribution, risk exposures, etc. Participate in investment manager review meetings. Prepare review minutes of review meetings. Participate in manager search process. Research investment alternatives. Prepare economic write-ups. Monitor cash flow & asset allocations.		Harrisburg
Computer Science	6745	Quality Assurance	Intern will work in a fast paced software development environment; be part of a team responsible for the design, development and on-going support of a large web application. Specifically with assistance of testing and validation of the application.	Desire to learn software development process and principles of quality assurance; programming and development experience/training; experience with HTML, SQL, etc.; Strong communications skills; ability to work independently.	Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Computer Science	6397	Research Computing	<ul style="list-style-type: none"> - work with either the networking group or the application developers within the department - the local area network consists of a TCP/IP network merged with Windows 2000 and Solaris UNIX operating systems - the hardware is a mixture of Pentium PCs and Sun workstations networked to both Dell and Sun servers - the department programmer analysts develop applications using PHP, MySQL, Coldfusion and 	<ul style="list-style-type: none"> - a basic working knowledge of microcomputer hardware, web development applications, familiarity with Windows 2000 and UNIX - background knowledge in systems analysis and database design is desired for interns who wish to work with the applications 	Hershey
Computer Science	5378	Software Development	<ul style="list-style-type: none"> - work with software applications - set up hardware - help end-users 		Carlisle
Computer Science	7432	Systems Administration	Installing, maintaining and supporting various network, operating system, and peripheral equipment and software. Responsibilities include: creating programs and scripts to automate system processes and procedures, troubleshooting and resolving operating system problems, user account maintenance, performance monitoring, security administration, and system performance tuning.	Must have good interpersonal skills and be able to work well in a team environment. Previous experience in customer support, computer operations, system administration, or other related areas.	Mechanicsburg
Computer Science	6901	Technical Writing	As Technical Writer, you will plan, research, and write technical documentation for KnowledgePlanet's on demand learning applications and course authoring tools. You have the opportunity to work with the full documentation set, including online product reference, end-user guides, configuration guides, and customer community postings. You will work closely with Marketing, Engineering and Product Management to define, organize and writing the	<p>The strongest candidate will possess:</p> <ul style="list-style-type: none"> - Ability to communicate on a technical and nontechnical level with varying audiences - Excellent technical writing, verbal communication and writing skills as well as business and creative writing capabilities 	Mechanicsburg
Computer Science	5200	Technology	Prepare/send electronic newsletters. Design & distribute electronic surveys & provide a mechanism for collection & analysis. Update web site. Participate in the design & coding of SQL Server databases with an ASP-based front end. Provide technical support.		Harrisburg
Computer Science	5824	Various	Internship with the Department of Transportation, usually during the summer.		Harrisburg
Computer Science	8013	Web Design	The purpose of this position is to assist the Assistant Director of Institutional Research and Analysis with designing the new Institutional Research website for Messiah College. The Web Designer will receive training in contribute, research other Institutional Research websites, speak with users around campus to find out what additional information would be useful to include on the webpage, update Messiah's current Institutional Research website, and add pertinent	<ul style="list-style-type: none"> • Ability to complete projects in a timely manner • Well organized, detail oriented • Experience with using Microsoft Word and Adobe Acrobat • Good writing, communication, and presentation skills 	Grantham

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Computer Science	6317	Web Designer/ Developer	Intern will be assigned a short-term project from gathering requirements from the campus client to designing/developing the application and incorporating feedback from the client to deliver the solution. This position will give the intern invaluable experience in managing web projects through every step of the process.	Experience designing web applications; experience with HTML, CSS, Dreamweaver, and Photoshop preferred; exposure to programming ASP or PHP applications	Grantham
Computer Science	3305	Web Development	Get the inside scoop on how to develop and design a must see web site.	Undergraduate student in 3rd or 4th year of study. Ability to work 24-40 hours per week - located within driving distance of our Harrisburg, PA facility - completion of college courses in relevant subjects - high motivation and enthusiasm for learning about the visual	Harrisburg
Computer Science	5962	Web Development	Assist in technical aspects of web development for both internet and Intranet applications	Knowledge of HTTP, FTP, security and encryption on the Internet, PHP, JavaScript, CSS, D/HTML, Perl, XML, ASP, VBScript, SQL	Hershey
Computer Science	6798	Web-Development Co-Op	Web development on a Java Enterprise framework; also working with mainframes		Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Criminal Justice / SOCI					
Criminal Justice			Advocacy in civil and criminal justice systems, victim/witness advocacy, administrative		Harrisburg
2711		Criminal Justice			
Criminal Justice			Work with youth on parole.	Strong commitment to the Lord with a heart for inner city missions work, interest in working with minorities.	Harrisburg
4661		Criminal Justice			
Criminal Justice			Intern will work closely with Public Safety staff along with volunteers and field units throughout county. Duties include: general office work with special programs and office initiatives: computer database entry, administrative filing, internet research, transfer of videos to DVD, and categorization/storage of training materials.	Must have knowledge of emergency services and volunteer organizations; must have valid driver's license; personal communication skills, writing skills and be fluent in various computer programs.	Carlisle
6856		Public Safety			

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Early Childhood Educ. / EDUC					
Early Childhood Educ.					
4050		Early Childhood Program	Assist in development & delivery of educational programming to include Discovery Lab programs & age-appropriate programming. Update database of education program supplies, order & tracking. Attend departmental & staff meetings.	Prefer prior experience working with children. Computer experience, primarily in MS Office applications. Must have own transportation. Strong interpersonal & organizational skills. Ability to work flexible schedule, including occasional evenings & weekends	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Early Childhood Education /					
Early Childhood Education	7948	Assistant teacher	Student needed to assist in the afternoon Lab school classroom under the supervision of the Master Teacher. M-Th, 12:30 - 4:00 (hours flexible)	15 credits in Education or Human Service field, Federal and State clearances, health assessment. Looking for someone who has had some prior experience with young children and is motivated to learn best practices in a NAEYC accredited program	Grantham
Early Childhood Education	7894	Preschool teacher	<p>Primary Duties</p> <ol style="list-style-type: none"> 1. Develop, implement, and maintain a developmental program in accordance with DPW licensing, NAEYC criteria, Keystone Stars, and the Center's stated mission and goals. 2. Design and prepare age appropriate activities and materials related to the children's interests, needs and developmental level 3. Provide parents of enrolled children with regular feedback and insight concerning their 	<ul style="list-style-type: none"> • Most possess or be willing to obtain the following certifications: CPR/First Aid/health assess/ Act 80/ACT48, if applicable • Must possess excellent written and verbal communication skills in order to positively and effectively communicate and interact 	Grantham
Early Childhood Education	7756	Program Assistant	The Program Assistant helps staff with research into issues surrounding child abuse and neglect - program effectiveness, trends in child welfare, legislation effecting children and others. This position assists with training for staff of family support programs and parents involved in programs. The intern organizes resources in the office (brochures, research materials etc.) into a usable system. The intern also helps with general office work	Flexibility in outlook and attitude. Ability to work well with little supervision, ability to organize work materials and manage time.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Economics /					
Economics	5999	Assistant	Process new membership applications, update directory, assist with monthly events, attend committee meetings, make phone calls, create budgets, timelines and develop contacts.	Self-motivated candidate; ability to work independently on assigned tasks; creative problem solver; strong communication and writing skills; dedication to social justice issues; some knowledge of small business development issues and the local economy is a plus	Philadelphia
Economics	815	Business	Serve as Loan Specialist Trainee. Participate in an innovative approach to the delivery of Rural Development technical & financial assistance programs. Work closely with the Manager to implement comprehensive strategies & programs to assure optimum economic development & opportunities in rural communities.		Harrisburg
Economics	547	Economics	Work with a dept. of state government that offers broad opportunities.	Good oral and written communication skills; interpersonal skills. Strong financial skills are recommended.	Harrisburg
Economics	4035	Investment	Process the incoming and outgoing cash flows for the alternative investment managers. (Nets to about \$40m per months.) Process the incoming stock distribution from the alternative investment managers. Act as the liason between the investment office and OFM Meet with current investment managers to review their performance Assist with due diligence pertaining to new investment opportunities. Participate in annual and advisory board meetings	Must be working toward a degree in economics, finance, or business. Cumulative GPA 3.25 or higher. Major GPA: At least 3.60.	Harrisburg
Economics	2599	Research Analyst	Bennett Williams, Inc. offers fall, spring, and summer internships to assist agents in locating, researching, listing and selling commercial-industrial real estate. (Intern cannot sell directly without license.) Work involves locating properties, researc	Use of GIS	Harrisburg
Economics	6738	Research Assistant	Work range from data entry to more involved projects such as creation of company web site.		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Educational Studies /					
Educational Studies					
7878	Education Curriculum		Intern work 15 hours weekly with the Director of Social and Emotional Learning in the preparation of curricular materials, collaborative planning of curricular lessons, development of databases, updating of websites, attending meetings and trainings with the Director of SEL, preparation of professional development sessions, purchasing of curricular materials, contracting of consultants, and participating in other activities related to curriculum and instruction	positive work ethic, interpersonal skills, technology skills, interest in learning	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Elementary Education / EDUC				
Elementary Education 3779	Academic Support	Instruct students on organizational techniques and study skills. The methods may include breaking a task into manageable pieces, setting goals, self-monitoring and self-management, relaxation skills, study tips, study games and drills, memorization tools, practice test, asking for help, taking notes, keeping a notebook, recording assignments.		Gettysburg
Elementary Education 3877	Big Science Theatre Public	Write a script on a chosen topic, working through research, treatment, outline, and scripting; Create & maintain relationship with professionals in the field, for research and review; Correlate production with corresponding Standards of Education; Work with Theatre and Outreach Manager in creation of pre and post materials for production with Big Science Theatre; Run technical aspects of BST shows as assigned; Memorize and perform. Stuffee above	Theatre, Education, English or Fine Arts Education required Computer experience, Interest in Children's Theatre, Must have own transportation, Strong inter-personal / organizational skills, Ability to work flexible schedule.	Harrisburg
Elementary Education 5208	Camp Counselor	Looking for summer camp counselors, reading instructors, computer learning instructors, and life-skills interns for assistance with individuals with mental retardation & developmental disabilities.		Harrisburg
Elementary Education 7460	Children's Activities Director	10am-6pm Saturday through Wed (Off Thurs/Fri) Recreational activities for children	Good with kids. Previous experience a plus. Personality. Ability to work with little supervision. Creative	Hershey
Elementary Education 965	Education	Assist in the development of educational materials to be distributed to educators; Conduct educational programs in designated areas of the Science Center; Update database of education program supplies & assist in ordering and tracking; Attend departmental & staff meetings.	Education, Science, or related fields. Prefer prior experience with children. Computer experience, primarily in Microsoft Office. Strong interpersonal & organizational skills. Ability to work flexible schedule, including occasional evenings & weekends.	Harrisburg
Elementary Education 4656	Education	Tutors will work with students from grades 4-12 in the subjects of math, reading, & SAT preparation.	Must be studying in the specified majors and have a minimum GPA of 2.8.	New Cumberland
Elementary Education 4659	Education	Help after school in the classroom with children and youth.	Strong commitment to the Lord with a heart for inner city missions work, interest in working with minorities.	Harrisburg
Elementary Education 7640	Education	Internships available in our youth, family services, and development departments. Youth interns would gain experience assisting with the coordination and implementation of our after school program. Family Service Interns would either assist with administrative and family intake interviews or assist with our Holiday Assistance Program. The development intern with assist with marketing and fundraising.		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Elementary Education			Several Jobs/project in archives, public history, museum studies, conservation, preservation		Carlisle
	7649	Education			
Elementary Education			Prepare and conduct interactive programs for students and adults relative to Butterflies and Plants in the Children's Garden. Assist with the preparation and implementation of "special events" within the Gardens. Assist where needed and when assigned to processes outside of the Education Department.	Love to work with students and general public; be in good academic standing; have a "content of character" that is positive; outgoing & creative; Microsoft Word and Lotus exp preferred; leadership, organization, comm skills needed	Hershey
	6746	Education Program (Youth			
Elementary Education			Tutoring and mentoring middle school boys. Summer Interns organize, run, and participate in summer camps. Full Time Interns teach various subjects, mentor, and assist in social development.	Should enjoy young people and outdoor activities.	Harrisburg
	3543	Education/Social Service			
Elementary Education			Educational opportunities with Children in preschool through 6th grade. Could lead towards full time summer employment.	Should have strong communicational skills. Only caring, honest, respectful, and responsible individuals need apply	Camp Hill
	4741	Elementary Education			
Elementary Education			Shadowing four different speech clinicians in the CV School District and observing the demands and specifications of their job while also participating in filing paperwork, attending IEP meetings, and planning direct instructions for the students who are using these speech services.		Mechanicsburg
	7299	Speech Clinic			
Elementary Education			The Nativity School is a private, independent, faith-based preparatory middle school for low income boys from the City of Harrisburg.		Harrisburg
	5846	Teacher			

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Engineering /					
Engineering	7437	Advanced Manufacturing	global defense and aerospace company Intern will work as a member of a Virtual Manufacturing Process Modeling and Simulation Team	should be proficient in the application of 3-D geometric modeling on Pro-E or similar full-function CAD system, knowledgeable in Design For Manufacturability, Solid Modeling, Rapid Prototyping, and Computer Aided Manufacturing.	York
Engineering	5185	Civil/Environmental Engineering	Assist/perform soil testing in the field with supervision. Review design projects for clients & municipalities. Assist with design work on storm water systems & erosion control.	CADD knowledge preferred.	Dillsburg
Engineering	6836	Electrical Engineering	The intern will be assigned various aspects of research and design projects for frequency control products. Vectron International is a world leader in the design, manufacture and marketing of Frequency Control, Sensor and hybrid Product solutions using the very latest techniques in both bulk acoustic wave (BAW) and surface acoustic wave (SAW) based upon designs from DC to microwave frequencies.		Mt. Holly Springs
Engineering	2955	Engineering	Engineering, geology, environmental consulting		Harrisburg
Engineering	5127	Engineering	Mechanical or Electrical opportunities. process engineering: planning and implementing continuous improvement projects, design-Auto-Cad drawing, quality control-reviewing complaints		Gettysburg
Engineering	5394	Engineering	inventory, time study, process manuals, and other jobs		McConnellsburg
Engineering	5423	Engineering	Developing skills and learning equipment in the Operations Department. Supering events, recording feeds, making dubs, routing signals to various locations, and gaining a better understanding of audio and video quality through the constant use of scopes and meters. Will use Sony DVCAM Decks, Waveform Monitors/Vectorscopes, Grass Valley Switchers and Router, Chyron Duets, Leitch Video Server, Pinnacle DVD Duplication System, Panasonic		Camp Hill
Engineering	5425	Engineering	Allows students to gain understanding and experience and "get their foot in the door" with the PA state govt.	must be majoring in engineering	Harrisburg
Engineering	5888	Engineering	Experience in mfg activities, design and document layouts, 5S, kanban, time studies, capacity studies, vendor research, product research, document processes and write procedures, material handling equipment design, etc	3.0 GPA	Greencastle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Engineering	7099	Engineering	not sure about what the job entails or what majors would be appropriate...		Gettysburg
Engineering	7214	Engineering	International firm with the headquarters in Hanover. Office in Germany. design and manufacture of a wide range of converting equipment for the paper, film, foil, and nonwovens industries. Virtually every type of consumer roll product can be wound, rewound, packaged, or folded on an Elsner-built machine.		Hanover
Engineering	7644	Engineering	Trane's summer sales internship is designed as a development program to grow the right, solid engineering talent into full time sales engineers post-graduation. As a summer intern within our commercial systems business, you will work with Trane personnel and our customers in the design, application and sale of systems, controls, parts and services for commercial, industrial and institutional buildings.		Harrisburg
Engineering	7682	Engineering	Retain, electronics, industrial, medical device and material handling companies call on UPPI's design and engineering team for solutions to complex packaging problems. Our products include: clamshells, blisters, medical device trays, and material handling trays.		Mechanicsburg
Engineering	1084	Engineering - Electrical	Major manufacturer of high technology electronic systems such as telemetry systems, radar displays, ruggedized computers and underwater vehicles. Assist with product design and development, support and documentation.	Two positions open	Lititz
Engineering	4178	Engineering - Electrical	Students will work within our engineering department on projects dealing with the design and development of new projects. Some students will also work in our marketing department on teams performing competitive analysis on various products, creating technical documentation for product use, and developing training materials for outside sales and distributors.		Middletown
Engineering	401	Engineering - GIS	Inspections, site development, field data collection for GIS database.	Civil construction knowledge/experience; GIS computer experience desired but not required.	Camp Hill
Engineering	7466	Engineering - Manufacturing	1. Evaluates and coordinates manufacturing processes in manufacturing plant 2. Develops, evaluates and improves manufacturing methods, utilizing knowledge of grinding technology, materials and parts, tooling and production equipment capabilities and quality control standards. 3. Analyzes and plans work force utilization, space requirements, work flow and design layout of equipment and workspace for maximum	Knowledge of various manufacturing process such as general machining, EDM, shot peen and welding; must have general knowledge of engineering drawings, diagrams, and be able to work from specific verbal and written instructions. Must have able average mechanical	Middletown
Engineering	5728	Engineering (Summer)	Intern will conduct specialized tests on a wide variety of materials using ASTM, AASHTO, and Pennsylvania Test Methods; Research topics;		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Engineering	1057	Engineering Assistant	Work with a state of the art plastic bottle line which includes high tech blow molding of containers, clean room aseptic filling operation and regular downstream equipment related to labeling and packaging. Track and analyze yields and packaging loss; assist in Y2K effort.	Excellent knowledge of computer applications. Strong interpersonal skills.	Aspers
Engineering	7330	Engineering Assistant	Responsible for gaining an understanding of our standard product lines and document the architecture	Mechanical design experience; basic computer skills; Microsoft excel, some CAD experience is a plus.	Dillsburg
Engineering	3539	Engineering Scientific and	Work experience in areas such as engineering, agricultural sciences, earth sciences, architecture, mathematics, etc. Internships are filled mainly during the summer months.	Must be enrolled as a full-time undergraduate in freshman through senior year, or a graduate student in an accredited degree program.	Harrisburg
Engineering	2702	Engineering-Civil	Assist with field work (surveying), office work - information gathering for design projects, courthouse research doing historic deed research, adjacent property owners, plans previously recorded.	Student will use various technologies - GPS, GIS, CAD, etc.	Dillsburg
Engineering	7663	Engineering-Mechanical	Anvil International is the largest and most complete manufacturer of pipe fittings and pipe hangers and supports in the world. Complete line of Gruvlok grooved-end fittings, couplings and valves. From plumbing, mechanical, and fire protection, to water and waste water, mining oil and gas.		Columbia
Engineering	560	Engineering, Scientific and	Opportunity to work in large environmental organization to obtain experience in your chosen field of study. Field work is available in many of these positions. See Employer file for more information.	Program Requirements: Completion of one full year in a bachelor's degree program, satisfactory academic standing, PA resident.	Harrisburg
Engineering	5812	Engineering: Electrical,	Positions include: Quality engineering located in manufacturing plant, Die engineering (high speed progressive dies), Product engineering (connector and cable products-extend product designs/solve product issues), and development engineering (connector new product development).The Development Engineering positions will focus on candidates with a Mechanical or Electrical engineering curriculum.	Prefer junior students entering their senior year who reside in the greater Harrisburg area.	Harrisburg
Engineering	7059	Engineering/Science	Seasonal construction, STAMPP (Systemic Technique to Analyze and Manage Pennsylvania Pavement), or roadside development. Construction internship give student experience in inspection, materials testing, and documentation related to highway and bridge construction projects. STAMPP survey crews collect data on roadway conditions. Goal is to hire students who would consider permanent employment upon graduation	Majors in engineering and related fields, or experience and interest in drafting, design, surveying, etc.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Engineering	4091	Mechanical Engineer	Write reports, analyze problems, implement solutions, and solicit feedback from customers.	Proficiency in Microsoft Word, Excel, and Access; engineering or construction experience would be a plus; good written and oral communication skills as well as interpersonal skills.	Carlisle
Engineering	951	Mechanical Engineering	- work alongside experienced professionals to gain valuable industrial experience within our company during their degree programme	- education and experience in Mechanical Engineering	Carlisle
Engineering	7440	Mechanical Engineering	global defense and aerospace company Intern will provide general support to the Mechanical Engineering Department * Prepare reports and presentations using MS Office * Perform non-complex analyses for mechanical components/subsystems * Support drawing preparation activities * Prepare engineering change documentation * Support concept design of military vehicle	Computer literate with working knowledge of MS Office (Excel, Word, Powerpoint); Ability to write and comprehend technical documents	York
Engineering	3225	Microwave Technology	Microwave technology company supplying complex microwave and millimeter wave products		Lancaster
Engineering	7438	Production Engineering	global defense and aerospace company Intern will be involved in conducting research for production issues and process work instructions for manufacturing situations. □	The candidate should have basic knowledge about manufacturing processes, CAD experience and computer skills especially in PowerPoint and Excel. Candidate must be able to be productive in a collaborative teaming environment; and	York
Engineering	7334	Signal Integrity Engineer	Hands on testing of high speed, microwave components. Report generation, data maintenance. Computer simulation	General electrical engineering background. Coursework in electromagnetics a plus. Good communication skills. Excel, Word	Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
English / ENGL					
English	724	Editorial	Assist members of editorial dept. in all stages of book production. (from manuscript to blueines) and assist in post-production tasks, including marketing bi-annual catalog review. Also assist managing editor in various administrative tasks pertaining to production schedule and oversight of freelancers.	Must take language skills test in spelling, grammar, and vocabulary (1hr). Knowledge of word processing, especially WordPerfect is especially important.	Mechanicsburg
English	145	Editorial	Assist with writing and editing; work on PR projects	MS Office; web ability a plus.	Harrisburg
English	265	Editorial	Assist with research, writing and editing. Learn the intricacies of magazine publishing at one of the region's top magazines.	Ability to write, proofread and edit for publication; familiarity with AP style and Internet research. Flexible daytime schedule.	Harrisburg
English	5699	Editorial	Intern will review bulletins, newsletters etc; write two news and/or feature stories per month for website; solicit and compile quotes from BIC pastors' sermons for use in SEEK; assist magazine editor in story-writing for SEEK and web material; assist in preparing marketing and other materials for General Conference	Excellent writing skills; ability to focus in on a carefully constructed angle of a particular story; experience and comfort with interviews; ability to find and identify stories that embody and enrich BIC perspectives and values; desire to improve writing and editing skills	Grantham
English	2225	Editorial / Writing	Magazine publishing internship involves researching and writing a feature article for two or three departments of an internationally distributed craft magazine; provide clerical support (typing, editing, proofing, research).		Mechanicsburg
English	1746	ESL	The site is especially concerned that the intern has no pre-conceived biases against racial minorities, since clientele includes Asians, Blacks, Hispanics and other minority members. would work helping immigrants to improve their English skills	Must Submit: Completed application for employment including three references; resume; Child Abuse and State Police (ACT 33) clearances (if providing care to children under 18); copy of sponsoring school's field experience contract or requirements to be fulfilled by	Harrisburg
English	7999	Grant Writer	<ul style="list-style-type: none"> •Research and identify prospects for corporation and foundation grants •Gather information necessary in submitting complete and thorough grant proposals •Ensure compliance of all grant reporting as required by foundation/corporate donors •Manage the tracking and distribution of statistics needed for donor stewardship •Update and maintain development database, as 	<ul style="list-style-type: none"> •Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals •Strong editing skills •Attention to detail •Ability to meet deadlines •Knowledge and familiarity of fundraising prospects 	Harrisburg
English	1055	Grant Writing	Assist in conducting research on federal, state, county, local, and private funding available for non-profit community service delivery; Develop and submit well-written, competitive grant proposals.	Strong writing & Communication skills required.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
English	3063	Interviewer / Writer	<p>Write brief biographies (testimonies) of program graduates, both male and female. Source material may come from newsletters or appeal letters that have already been written or from interviews that would have to be conducted. A staff member would accompany the student on any interviews.</p> <p>Once written, the piece would have to be formatted (MS Word) into one or more templates for reproduction. If the student has no skills or</p>	<p>This is a unique form of writing. It is a blend of creative writing and journalism. While you will be telling a factual story, it must be told with passion and excitement - the same passion and excitement the object of the story feels about his or her own transformation.</p>	Harrisburg
English	752	Journalism	<p>We offer a limited number of summer internships. This summer we have an intern in sports, features, and photography, as well as two general assignment reporters who report to the city editors. Interns are paid mileage at the rate of \$.22 per mile when they need to drive their personal autos on assignment. Internships generally work 13-16 weeks--40 hours a week.</p>	<p>Basic reporting/photography skills; experience with school or community paper. The competition for our slots is keen. Those interested would apply in writing by December 1 each year. Applications may be addressed to me and John Troutman.</p>	Harrisburg
English	7893	library sciences	<p>Working in various areas of the library, learning about overall library operations including programs for all ages, circulation and reference services, marketing, fundraising, collection development, etc.</p>	<p>interest in pursuing library science as a profession, and enrolling in an MLS; good comm and writing skills; attention to detail.</p>	Mechanicsburg
English	3092	Public Relations	<p>Assist staff with a variety of writing assignments, including: press releases, news and feature stories, advertising copy, web site text, and brochure copy. Intern may assist with media relations, project planning, client relations, and other activities related to the day-to-day operation of a PR firm.</p>	<p>Strong writing skills, basic understanding of public relations, proficiency with MS Word, ability to adapt to different writing styles, positive attitude, team player comfortable in an office setting, proactive work style.</p>	Harrisburg
English	2614	Public Relations /	<p>*provide support for comm initiatives (dvlp/edit copy, assist with media requests, event planning) *general office work *offer support with special projects Benefits: *hands-on comm exp *work with highly respected professionals *establish personalized objectives</p>	<p>Well organized, self-motivated, willingness to collaborate with staff, excellent communication skills, prior internship experience (in an office setting) is required (comm majors with emphasis in PR or media relations is preferred)</p>	Harrisburg
English	7503	Publishing	<p>Interns may be asked to assist in article writing, photography, filing, making phone calls, and other clerical tasks.</p>	<p>Business or marketing background, strong communication proficiency, and ability to multi-task are essential.</p>	Columbia
English	7551	Writing / Editorial	<p>New magazine "celebrating the good life" in central PA.</p>		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Entrepreneurship /					
Entrepreneurship					
7052	Business /	Entrepreneurship	Cataloging documents, developing management tools, etc. Position will give insight into the requirements of entrepreneurship and running a small business of software enterprise.	Strong organizational skills, attention to detail, computer literacy and ability to learn quickly, personal initiative and self-motivation	Carlisle
Entrepreneurship					
5332	Entrepreneurship		Learn how a company is started. Help run our programs, by performing customer service & helping clients. Help revamp our Web sites (aesthetic appeal & content). Assist w/surveys & invoices.	Friendly, great interpersonal skills	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Environmental Science / BIOL					
Environmental Science			field work, data collection on birds, env. edu, research Other positions also available with Steve Hoffman, Director of Bird Conservation.		Harrisburg
52		Conservation			
Environmental Science			Assist with annual river sojourns, program organization, and updating Grow-Out Center project; participate in events; assist Director of Watershed Stewardship; update river fact sheets.	Excellent computer, communication, and research skills as well as good people skills.	Camp Hill
1325		Environmental			
Environmental Science			Transportation studies, cultural resource evaluations, socioeconomic studies.		Camp Hill
2911		Environmental			
Environmental Science			Organic gardening, composting, warm farming. Forest management (timber, lumber, exploration of understory development). Erosion control.	Flexible. Relevant courses. Maturity in Christian walk; a desire to be a witness through daily lifestyle. Willing to live simply & give of self.	New Albany
5418		Environmental			
Environmental Science			Assist with watershed assessment and protection work.	Background in biology, chemistry, environmental science required, along with strong computer, communication and organizational skills. Field work and overnight travel will be required. Experience with GIS/Digital-mapping technology a plus.	Harrisburg
7339		Environmental			
Environmental Science			Assist staff with educational activities with community and school groups. Activities include field based assignments like tree planting sessions and Susquehanna River studies.	Ability to manage several tasks/projects; good people skills. Computer knowledge helpful (Microsoft Office, Word, Access db, PowerPoint).	Harrisburg
920		Environmental Education			
Environmental Science			Assist with environmental education program; participate in special ASWP events and functions, including teacher training opportunities and region-wide EE meetings/seminars; complete an approved independent project.	Environmental Education, Environmental Science, or Life Science majors. Must have an interest in natural history and the outdoors, as well as strong verbal and written skills.	Pittsburgh
3417		Environmental Education			
Environmental Science			Use of GPS Unit, possible garden work, riparian buffer planting, stream clean-up, & miscellaneous field work.		Middletown
5180		Environmental Field Technician			
Environmental Science			Wet land mitigation/delineation, environmental audits, hydrologic and flood studies, environmental site clarifications, permitting, planning, conservation design.	Student will use various technologies - GPS, GIS, CAD, etc.	Dillsburg
2703		Environmental Science			
Environmental Science			Curatorial assistant Educational and marketing opportunities also available.		Grantham
3524		Environmental Science			

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Environmental Science	957	Environmental-Administrative	Assist with updating database, attend meetings, contacting local college campuses, lobbying. The intern would be involving in researching proposed legislation on environmental issues (toxic waste disposal, wildlife preserves, acid rain, etc.); observing the legislature in action	Interest in the political process	Harrisburg
Environmental Science	275	Field Research-Birds	Assist with studies of Appalachian Mountain flora and fauna. May include censusing breeding birds, capturing and banding, monitoring nests, studying hawk migration, and other research duties. A research project and final report are required.		Orwigsburg
Environmental Science	562	Field Research-Birds	Bird/fannal surveys; Field work/observation; office work	Birding; Entomology	Harrisburg
Environmental Science	687	Naturalist	This state-licensed wildlife rehabilitation facility seeks interns to help with projects ranging from raptor rehabilitation to helping with endangered species breeding programs. If desired, the intern could work on education and outreach.		Dillsburg
Environmental Science	110	Policy Research	Projects may include: preparing policy papers; assisting with lobbying and legislative activites; drafting comments to federal or state regulatory activity; researching issues of environmental or adminisitrative law; assisting with ongoing litigation.	Ability to manage several tasks/projects; good people skills. Computer knowledge helpful (Microsoft Office, Word, Access db, PowerPoint).	Harrisburg
Environmental Science	4840	Technical (GIS and various)	Computer science/IT, geo-environmental studies, GIS, mathematics, operation research, statistical analysis. Env. education, environmental planning, recreation & parks management.		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
History / HIST					
History	608	Archive Assistant	Arrange and describe historical materials; research historical collections; Answer mail and telephone inquiries; Prepare finding aids both handwritten and on-line. Compensation (\$5.15 +)for summer only.	U.S. History courses; Historical methodology; Researching experience with original records; familiarity with computer software; interpersonal skills; thorough and accurate.	Harrisburg
History	2978	Archives	The Archivist/Records Manager will provide interns with full-time assignments, which will be tailored to students' goals and interests, but will typically include: 1. The description and preservation of historical House documents. 2. The creation of finding aids and user guides to assist House researchers. 3. Original historical research on the House of Representatives	20 hrs/wk minimum; 3.0 GPA; All applications must include a resumé, official college/university transcript, a writing sample and two letters of recommendation.	Harrisburg
History	6420	Archives	Interns work along side professional archivists and research staff on both special projects and on-going programs. Interns responsibilities may include, but are not limited to, arranging, describing, preserving and making records available for research. Interns may also perform routine genealogical and legislative research.	Students Must: -Be a second semester junior, a senior or a graduate student. -Have at least a 3.0 GPA	Harrisburg
History	507	Criminal Intelligence	Abstract source documents; research drug trafficking patterns; produce reports		Harrisburg
History	3394	Curatorial	annual inventory; measure gallery environment data; research; exhibit maintenance; assist with events; write scripts for gallery docents; develop activities; contact/book living historians and presenters; develop website material; update policies, documents, etc; renew loans	good comm and org skills; knowledge of Office; work well with team or alone	Harrisburg
History	7158	curatorial internship - Summer	example duties: assist staff in dismantling exhibits at Hershey Museum; installing new exhibits at The Hershey Story; assist staff w/ loan returns and renewals; packing artifacts to be moved to new storage facility	basic knowledge of museum curatorial practice, interest in museum field, excellent written and oral skills, legible handwriting, detail-oriented, able to work independently, able to lift 25lbs and climb ladders, excellent computer skills, valid driver's license and transportation	Hershey
History	5756	Historic Preservation - Summer	Intern will conduct review of the historic Mount Pleasant/Allison Hill area to identify and document historic resources through gathering of documentation; develop design guidelines	coursework in architectural history, documentation, preservation planning and/or policy recommended.	Harrisburg
History	224	History	Small, non-profit, historical organization in Gettysburg looking for assistance in research and writing projects. Work with on-site historian.		Gettysburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
History	5829	History	Intern will be engaged in a project involving a historic collection from a local business, organization, or individual. Projects will involve archival processing, research, oral history and writing. Each intern will need to complete a series of general readings on archives and Hershey history.		Hershey
History	3078	History - Arts	Assist with tracking legislation related to the arts; research arts education and cultural tourism online and through use of other media.	Open to arts students with strong research interest.; MS Office	Harrisburg
History	4048	History - Education Research	Identify resources at the MHI to portray biographies, events and themes to develop materials for use by secondary and post-secondary educators.	Familiarity with Microsoft Office Suite; self-motivated	Carlisle
History	5832	History - summer 2009	object handling/packing; object numbering / documentation; conservation; loan policies & procedures; maintaining collections management software; assist with exhibits, collections, new acquisitions	basic knowledge of museum curatorial practices; pursuing career in museum field; excellent written and oral comm skills; detail oriented and able to work independently; computer skills; multitasking ability	Hershey
History	969	History / Archive Assistant	Assist with arrangement and description of collections of personal papers and photographs, cataloging and description of artifacts.		Carlisle
History	5389	History / Politics / Education	Exposed to all aspects of museum management. Curatorial Care/Interpretation of artifacts, working with/studying primary documents, organizing/participating in public and educational programs within museum setting.	Computer skills, people skills, passion for history, able to work independently and without much supervision.	Lancaster
History	7749	history research	research and write preliminary text for exhibits; write scripts for gallery docents; research and develop material for website; develop catalogue for collections; create search aides for collection; research archives for personality trail exhibit; bring together research for publication on museum's collection	sound knowledge of Civil War history; analytical and writing skills; knowledge of Office; work well with team or independently	Harrisburg
History	1563	History-Variou	Various opportunities available for history majors - archival, curatorial, and educational; new museum: record locations of artifacts in storage, will be trained in describing/handling of artifacts	some digital photography and computer entry required	Carlisle
History	294	History/Museum Ops	Work with education department developing specific project of interest to the intern and the needs of the museum. Will be flexible with hours student needs to work.		Hershey
History	311	History/Museum Ops	Learn basic skills in small museums: inventory & cataloging, research & documentation, basics of collections care & conservation principals, etc.	Prefer major in history, art history, American studies. Interest in museums, local history, etc.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
History	80	Investigative	Assist with investigating complaints, searching courthouse documents, handling witnesses, writing summaries, preparing legal documents.	Basic computer skills, valid PA driver's license. Internship runs from Jan. 1 through June 30 and July 1 through December 31. Employee must be able to work entire six months.	Harrisburg
History	8002	Library	Install cataloguing system in library, enter information in database, and organize books accordingly	Essential: Library training. Knowledge and ability to institute a workable and professionally accepted cataloging system. Good organizational skills. Detail oriented. Sound knowledge of Civil War History. Good working knowledge of Microsoft office. Ability to	Harrisburg
History	6000	Museum Education and	Intern will learn about handling, documenting, and caring for historic artifacts by completing an inventory project in a specific area of the Trust's collection. Intern will also assist the Curator with the installation or de-installation of museum exhibits. The intern will also work on designing and delivering tours; exhibition development; living history interpretations, program development and caring for Historical Collections	Students with an interest in history, art history, or museum studies	York
History	7737	Museum Education and	Work with the Trust's educators and Curator to learn: Designing and delivering tours, program development, Exhibition Development, Caring for History Collections, Living History Interpretation.	Excellent communication and writings skills. Candidate should have the ability to work professionally with staff and volunteers, and should have a high attention to detail, strong desire to learn, and proactive approach to all current and potential projects. Basic administrative	York
History	7157	Programming	learn and conduct school tours, assist in implementing public programs, plan and implement one public program, research background info for new museum programs	interest in museum field, desire to work with children and general public, excellent written and oral comm skills, ability to work independently, proficient computer skills	Hershey
History	568	Public Administration	Practical experience in administration and management. Variety of projects available year round.		Harrisburg
History	7729	Public History	Provide hands on pre-professional training for graduate and undergraduate students interested in pursuing a career in public history. Placements with a wide variety of agency programs, both in Harrisburg and around the state, are available; placement will depend on both student interest and programmatic needs. Each intern will work closely with a staff mentor and, in addition, will participate in educational programs designed to introduce students to a variety of PUMC	All interns must be enrolled at a college or university at the time of their internship. Upper level undergraduates (rising juniors and seniors) and graduate students are eligible to apply. Applications are accepted from students throughout the United States, as well as international	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
History	8003	Public History, Archives, or	<ul style="list-style-type: none"> •Annual inventory of collection •Measure and record gallery environmental information •Research for exhibits •Assist with set up / tear down of exhibits •Create mini exhibit •Assist at Museum events (such as Free Days, exhibit openings) •Write scripts for gallery docents •Develop new activities for visitors 	Good communication and organizational skills. Good working knowledge of Microsoft office. Ability to work independently and within a team environment. Desirable: Preferable public history, Archives, Museum Studies, American History or History major. Knowledge of	Harrisburg
History	743	Research	Assist the director of gov't relations and the director of development. Responsible for specific research duties, newsletter writing, analysis and summary of legislation, event planning and various office duties.	Deadline to apply is April 4. Word processing is necessary. Should possess good analytical and research skills. Data analysis and statistics would be helpful.	Harrisburg
History	7528	Research	Identify resources at Military History Institute and Army Heritage Museum to portray biographies, events and themes the Foundation is developing in support of the Army Heritage and Education Center. Evaluate resources, create glossaries, and identify related photos, artifacts and maps in relation to the above. Compile bibliographies of primary and secondary sources using the Chicago Manual of Style. Draft short articles on research topics as directed. Assist in	Excellent research, writing and computer skills.	Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
History w/Soc. Stud. Cert. / MANB					
History w/Soc. Stud. Cert.					
7750	education		develop new school group presentations; present to public visitors; develop activity and oversee stations; develop web based learning activities; assist with school groups; market museum to schools; contact teachers with bookings and help to plan visits; write scripts for gallery docents	ability to work well with diverse visiting public; comm skills; understanding of curriculum standards; knowledge of Office; knowledge of Civil War history	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Human Dev. & Family Science / HDFS				
Human Dev. & Family Science 5069	Abstinence Education	Help schedule volunteers to present I'm Worth Waiting For; Work as lead presenters in the program.		Camp Hill
Human Dev. & Family Science 5267	Adoption	Works in conjunction with foster care from the Child Welfare System. Handles in-state and out-of-state adoptions.		Harrisburg
Human Dev. & Family Science 763	Adoption (Special Needs)	Work w/adoptive family of special needs child (down syndrome, autism, emotional disturbance, or physical disability, etc.). Most children are under 10 years old. Intern would work primarily in family home, one-on-one with the child. Opportunity to learn current protocols, techniques and theories surrounding the disability of the child(ren).	Previous experience with special needs children is helpful but not required. Should be open-minded and willing to learn. Must provide own transportation. Promptness & reliability are essential. Must be able to see worth of any child despite negative behaviors	York
Human Dev. & Family Science 5254	Adoption Services	Services provided include Direct International, Networking International, Networking Domestic, and United States Waiting Children.		Stevens
Human Dev. & Family Science 5255	Adoption Services	Birthparent counseling; Domestic infant adoption; International adoption; Older, special needs adoption; Foster care; Post-adoption support; Adoptive parent & birthmother support groups; Waiting families program.		Lancaster &
Human Dev. & Family Science 5258	Adoption Services	Diakon emphasizes adoptions of children with special needs. Offers pregnancy services, private infant adoptions, international adoptions, and legal-risk adoptions. Also offers a child profile, child-specific recruitment, and child preparation.		York
Human Dev. & Family Science 5259	Adoption Services	Offers foster and adoption services, as well as training for families. In addition, the Ashley Manor program provides residential services, including assessment, drug & alcohol abuse screenings, sexual abuse services, supervised independent living, emergency shelter care,		Mount Joy
Human Dev. & Family Science 5260	Adoption Services	Offers foster and adoption services, as well as training for families. In addition, the Ashley Manor program provides residential services, including assessment, drug & alcohol abuse screenings, sexual abuse services, supervised independent living, emergency shelter care,		Mechanicsburg
Human Dev. & Family Science 5264	Adoption Services	One of the largest & most experienced China child placing agencies in the U.S. Also offers programs in Vietnam and Colombia. Services include humanitarian aid & parent support.		King of Prussia
Human Dev. & Family Science 5261	Adoption Services/Family Studies	Offers a variety of services: Domestic & international adoption, advocacy, batterers intervention, counseling, family life education, child respite care, pregnancy/parenting training, etc.		Lancaster

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Human Dev. & Family Science 1287	Adult Psych	<ul style="list-style-type: none"> - assist with intensive psychiatric program for with moderate to severe mental health issues - intern will provide supervision in a group setting - learn about coordination of community services - work with clients and observing family sessions when appropriate 	<ul style="list-style-type: none"> - Act 33 Clearance needed (federal and state) - be comfortable with children 	Hershey
Human Dev. & Family Science 7127	After School / Youth Program	<p>Create opportunities to use skills and experience that satisfy educational requirements</p> <p>Assist with the coordination and implementation of after school program</p> <p>Orient new youth into the center</p> <p>Shadow the Coordinator when meeting with outside community agencies</p> <p>Attend weekly staff meetings</p> <p>Assist with volunteer recruitment</p> <p>Assist with newsletter input, production, and</p>	<p>Be mature and responsible.</p> <p>Possess solid/positive character.</p> <p>General computer skills.</p> <p>Have an interest in and a willingness to meet youth where they are, a willingness to build relationships with them, and a desire to see youth grow in</p>	Harrisburg
Human Dev. & Family Science 7759	Assistant Director	<ul style="list-style-type: none"> -Helping to assemble craft kits to deliver to area hospitals -Visiting the outpatient cancer clinics of these hospitals making crafts with the children receiving treatment. -Helping to organize fundraising events, particularly a Gala held in the Spring. 		Dauphin
Human Dev. & Family Science 7674	Bridging the Gap Intern	<ul style="list-style-type: none"> • Assist with the coordination and implementation of the Bridging the Gap program. • Provide information on community resources and education on how to access community resources. • Facilitate or assist with the facilitation of groups on predetermined topics. • Assist in the collection of data and statistics pertaining to the outcome of the program 	<ul style="list-style-type: none"> • Be mature and responsible • Possess solid/positive character • Model expectations of conduct for youth • General computer skills • Possess an understanding and passion for investing in the lives of youth • Possess a teachable attitude 	Harrisburg
Human Dev. & Family Science 860	Camp Counselor	<ul style="list-style-type: none"> - counsel children, and individuals - help them achieve their goals 		York
Human Dev. & Family Science 72	Case Manager Assistant	<p>Assist the program coordinator in preparing and managing two programs. Sisters Plus is a program for pregnant and parenting teens, matching them with a mentor and providing monthly educational classes. Gain experience interviewing, screening, and assessing clients and volunteers, interact with them and learn case management. Project Aim is a site based pregnancy program for high risk female adolescents. Student would aid in preparation</p>	<p>Good social skills, dependable, readiness to learn and attempt new experiences, need transportation Open to Diverse liberal issues</p>	Harrisburg
Human Dev. & Family Science 800	Casework	<p>Assist counselors and casework treatment specialists in a residential program for emotionally disturbed youth.</p>	<p>Good listening skills, ability to work as member of a team, flexibility and assertiveness needed.</p>	Mechanicsburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Human Dev. & Family Science 148	Casework		<ul style="list-style-type: none"> - must work well with others - must have the ability to make sound decisions with some supervision - must have the ability to speak and write fluently and effectively - must have the ability to understand written and oral instructions 	Carlisle
Human Dev. & Family Science 1030	Casework	Housing and credit counseling agency uses intern to assist clients in locating housing; landlord issues, etc.		Lancaster
Human Dev. & Family Science 5473	Casework	Prepare written reports of progress, areas of concern, & plans for children to be forwarded; liaison between REJOICE and other community resources, prepare and facilitate Youth and Teen Group bi-weekly; participate in trainings and meetings related to foster care and adoption, review and analyze child profiles for match dept.		Harrisburg
Human Dev. & Family Science 367	Casework-Family	Meet weekly with children in foster care and their foster parents, as well as natural parents. Write monthly progress reports, frequent phone contact with caseworkers. Attend court hearings; assist with foster parent training. Tutoring regular and special educational needs children (ages 4-18). Teaching life and social skills to children.	Assertive, good with people, good communication skills. M, W afternoon are best, 20 + hours preferred Child Abuse Clearances, Current TB, Lab Classes: Family systems, Social Work, Child and Adolescent Dev., Parenting,	New Cumberland
Human Dev. & Family Science 201	Casework-Family Preservation	Seeks to support families in crisis and to make removal of children from their families a last resort. Intern can shadow family preservation counselors on home visits and observe and assist in counseling family members.		Harrisburg
Human Dev. & Family Science 396	Child Care	Working with children ages 6 weeks thru twelve years. Participating in planning activities for children. Participate in all responsibilities in running a classroom on a daily basis. Active role with children.	Experience working with children. Love and patience with/for children.	Dillsburg
Human Dev. & Family Science 1233	Child Care	Intern to assist in developing and providing program for children of women who are victims of domestic violence and who are in job readiness program.		Harrisburg
Human Dev. & Family Science 446	Child Life	<ul style="list-style-type: none"> - child life programs in health care settings strive to promote optimum development of children, adolescents and families - minimize psychological trauma - skill development in medical play, pre-operation and pre-procedural teaching, charting, planning and supervising developmentally appropriate activities - working with individuals and groups - interacting with patients 	<ul style="list-style-type: none"> - previous experience working with children and/or adolescents - previous volunteer experience with hospitalized children - must have two letters of recommendation from faculty or employers who have directly observed student's 	Hershey

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Dev. & Family Science	5246	Children's Advocate	Court advocate for children in the foster care system. Check web for more, and to apply.		Carlisle
Human Dev. & Family Science	87	Client Services	Provide support to women facing an unplanned pregnancy; assist with abstinence programs in area schools; assist with clothing/equipment room.	Strong commitment to Christ and pro-life cause; flexible and compassionate; helpful attitude. 21 hour training required.	Camp Hill
Human Dev. & Family Science	7888	Community Arts Program	Intern will help recruit new mentors, assist the director in a development project for the Summer Arts Camp, have opportunities to create flyers, newsletters, and keep up with our blog to recruit new students. In addition to recruiting students, the intern would be working with the director to promote the organization and its programs.		Harrisburg
Human Dev. & Family Science	3535	Community Learning Center	The program site will have 135 slots to serve students (35 at risk Latino migrant/non-migrant students). The objectives of the program are to reduce school dropout, improve school readiness and success, decrease family violence, decrease child abuse and neglect and improve access to human and social services for the county's migrant/non-migrant and general student population. Students enrolled in the program will receive help with their homework/class projects.		Gettysburg
Human Dev. & Family Science	2514	Community Living Advisor (CLA)	Assist in preparing required meals, maintaining the home's cleanliness, teach the members how to clean their own rooms, coordinate activities, provide spiritual needs, including Bible study, prayer time, and service opportunities, handle all emergencies and report to the executive director.	Personal faith in Jesus Christ and a heart for ministry. Good physical and mental health First Aid and CPR certification. Ability to lift residents from floor level to sitting position if needed. Police background check	Dillsburg
Human Dev. & Family Science	7666	Counseling	Day Seven Ministries is a Christian Nonprofit Organization that brings light to individuals and families walking in the darkness of sexual and relational conflicts by providing Christ-centered counseling, education, and support.		Lancaster
Human Dev. & Family Science	4742	Domestic Violence/Prevention	Student must go through extensive training (80 hours) probably during semester before internship; though there is flexibility to do it during internship. The prevention education work involves school presentations and assisting staff.	Good writing and public speaking abilities.	Carlisle
Human Dev. & Family Science	5769	Early Intervention	Keystone Human Services supports individuals with mental illness and/or intellectual disabilities in a community setting in Dauphin, Cumberland and Fulton/Franklin Counties. Visit www.keystoneemployment.com to review all positions available, minimum requirements, salary and a brief overview of the job duties		Harrisburg
Human Dev. & Family Science	7779	education	education or hdfs majors.		Camp Hill

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Dev. & Family Science	5687	Family Advocate	Advocates for families seeking to get off welfare and become self-sufficient; understand systemic issues in families and track progress.	Writing and people skills preferred. Bilingual ability (Spanish/English) is a plus, but not required	Harrisburg
Human Dev. & Family Science	5532	Family Educator	Orchard Apts: 81 subsidized housing units for low-income community and families. Interns will help in planning and organizing programs and activities based on residents needs, desires and goals (including preparing and presenting educational workshops/classes for residents)		Camp Hill
Human Dev. & Family Science	2730	Family Studies	Locations also in Hershey, Middletown, and Carlisle. Participate directly in the program with the parents and children. Interns are encouraged to establish relationships with the families, promote positive parent-child interaction, role model appropriate interactive skills and guide parents in appropriate expectations of their children.	Requires energy, mobility and a nonjudgmental attitude.	New Cumberland
Human Dev. & Family Science	6500	Family Therapy - Parenting	Provide parenting skills, connections to community resources, and family therapy to families involved with York County Children and Youth.	Must Submit: Completed application for employment including three references; resume; Child Abuse and State Police (ACT 33) clearances (if providing care to children under 18); copy of sponsoring school's field experience contract or requirements to be fulfilled by	York
Human Dev. & Family Science	98	Foster Care	Monitor youth progress while in foster care; interview natural families; attend court hearings; general casework	Good interpersonal skills; good listening skills; need transportation; understanding of urban lifestyle helpful Must Submit: Completed application for employment including three references; resume; Child Abuse and State Police (ACT 33)	Harrisburg
Human Dev. & Family Science	129	Foster Care	Christian family service agency. Provide services in adoption, family life education, foster care, individual & family counseling, permanency unit, and teen mother & child group home.		Leola
Human Dev. & Family Science	742	Foster Care Case Manager	Assist foster care casemanagers. Intern would be assigned 2-3 cases. Receive casemanager training and intake experience	Child Abuse and Criminal Record Checks needed. Student NEEDS to be able to give at least 20 hrs per week for maximum experience	Middletown
Human Dev. & Family Science	1021	Geriatrics	Wide range of experiences can be tailored to student's interests and abilities.		Fayetteville

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Dev. & Family Science	1490	Geriatrics	The Center provides a wide variety of services (including educational and recreational activities as well as meals) to people over age 60. Field experience students could assist with a variety of activities involving seniors including planning nature wal		Carlisle
Human Dev. & Family Science	1324	Gerontology	Psycho-social assessments, cognitive exams, adjustment, monitoring, admissions and discharges.	People skills; previous volunteer work a plus; strong desire to work with geriatric people.	Mechanicsburg
Human Dev. & Family Science	7512	Gerontology	Assist with senior citizen workforce solutions - training, employment, benefits.	Detail-oriented, adaptability, MS Office, concern for unemployed seniors.	Mechanicsburg
Human Dev. & Family Science	143	Gerontology - Activities	Assist with programming such as social functions, mental and sensory stimulation, psycho-social skills and family interaction. Internship in Independent living and memory loss units.	Sensitive to older population, resourceful, creative.	Mechanicsburg
Human Dev. & Family Science	1032	Gerontology-Activities	Will provide training on how to design and implement effective activities; necessary documentation, etc.	Must enjoy working with elderly people, must be reliable, must be able to push wheelchairs, must have own transportation	Mechanicsburg
Human Dev. & Family Science	7780	Grassroots Organizer	Applicants must have a strong, demonstrated commitment to reproductive freedom and family planning services, coupled with a strong interest in government and legislative affairs. Familiarity and proficiency with Microsoft Excel and Microsoft Word is necessary, PowerPoint and Publisher are preferred. The successful candidate will be responsible for the following tasks and others as assigned for the duration of the internship.	Commitment to women's health and rights and the mission of Planned Parenthood Desire to educate and mobilize Pennsylvanians around women's health issues through community engagement – including face to face conversations, crowd	Harrisburg
Human Dev. & Family Science	416	Guidance Counseling	Project-oriented, aide-type position. To coordinate "Making Connections" Program between MAIS and Messiah students. To be involved in careers workshop at MAIS. To be involved in career day.	Desire to become a school guidance counselor. Communication skills; Teamwork skills; Scheduling skills; Time management skills	Mechanicsburg
Human Dev. & Family Science	7892	Healthcare Management - HDF5	Country Meadows Retirement Communities is currently seeking an intern to assist a Senior Vice President of Operations for the summer. We prefer the candidate to be a sophomore or junior within the Healthcare Management field. Assignments will include projects related to operations of a campus/property. This internship will have a flexible work schedule and travel with our resource staff to various campuses across PA. EOE		Hershey

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Dev. & Family Science	7675	Holiday Assistance Intern	<ul style="list-style-type: none"> •Conduct intake interviews for households requesting assistance for Christmas •Input data into computer •Prepare Angel Tree tags for distribution •Assist with sorting and packing toy boxes •Attend staff meetings •Assist with volunteer recruitment •Preparing documentation to distribute to sponsors •Perform other various tasks assigned by Family 	<ul style="list-style-type: none"> •Communicate clearly, both written and oral •General computer skills •Detail oriented and flexible •Excellent interpersonal and organizational skills •Provide up to date PA Child Abuse History Clearance, and up to date PA State Police Criminal Record Check 	Harrisburg
Human Dev. & Family Science	5845	Housemate	Devote time to: Joshua House, Joshua Group Resource Center, J-Crew Program (after school tutoring for middle/high school boys).	Seeking male, at least 21 years of age, with a heart for Christian Community ministry and a strong desire to help improve the lives of the urban poor.	Harrisburg
Human Dev. & Family Science	5520	Human Development and Family	Hands on experience available in skilled nursing and memory support areas.	Energetic, Efficient, Compassionate, Heart for older adults, creative, self-initiator	Mechanicsburg
Human Dev. & Family Science	96	Human Services	Work with a number of programs including a homeless shelter for families, bridge housing program for single mothers and their children, day care and counseling.	<p>Patient and persevering; PC skills helpful; ability to work with minorities, children, homeless.</p> <p>Must Submit: Completed application for employment including three references; resume; Child Abuse and State Police (ACT 33) clearances (if providing care</p>	Harrisburg
Human Dev. & Family Science	4028	Legislation/Research	Monitor legislation, do research, write, and work on special projects and publications. Involved in communication to news media, government, and citizens/families. Voting record research, working with a candidate database, and issue research.	Minimum 25 hrs/wk; be organized and self-motivated; able to work without constant supervision; experience in computer data entry and use of Microsoft Office programs (especially Word and Access) is a plus; share some knowledge and passion about the Institute's	Harrisburg
Human Dev. & Family Science	180	Mental Health-Children	Therapy to socially-abused children; family problems; play therapy. Services delivered primarily in home and community settings. Opportunities are also available in Lebanon and Sunbury offices.	Prior experience with children, including volunteer work. Knowledge of normal child development. Spanish skills would be helpful.	Harrisburg
Human Dev. & Family Science	5554	Mentoring and Tutoring	Help youth with homework, assisting in facilitation of discussion sessions, mentoring youth, assisting to oversee Junior Mentors, data entry regarding students' attendance, behavior, and grades.	Some urban youth experience preferred, but not required.	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Human Dev. & Family Science 1634	Parent Education	Locations also in Hershey, Middletown, and Carlisle. The primary function is to work with children. Assist Parent Aide with cases, home visits, and every day tasks.		New Cumberland
Human Dev. & Family Science 5875	Patient and Office Assistant	Help in office with paperwork, computer work, filing and other projects as assigned by Volunteer Coordinator; Visit and sit with patient's in their homes or in nursing homes; Relieve the patients' caregiver while they run errands	Heartland Hospice requires a valid Driver; License and provides: 14 hours of training, TB test, and background check. Must have kindness and compassion in your heart.	Carlisle
Human Dev. & Family Science 6494	Pregnancy -Unwed Mothers	A residential facility for women who are pregnant and without a support system.	Must Submit: Completed application for employment including three references; resume; Child Abuse and State Police (ACT 33) clearances (if providing care to children under 18); copy of sponsoring school's field experience contract or requirements to be fulfilled by	Harrisburg
Human Dev. & Family Science 7673	Program Aide II Intern	<ul style="list-style-type: none"> • Assist with the coordination and implementation of after school program • Build positive trusting relationships with youth. • Encourage youth to participate in community center activities. • Plan and lead teambuilding activities designed for youth • Enforce community center rules and report violations to Community Center Coordinator. • Upon approval of Community Center 	<ul style="list-style-type: none"> • Be mature and responsible • Possess solid/positive character • Model expectations of conduct for youth • General computer skills • Have an interest in and a willingness to meet youth where they are, a willingness to build relationships with 	Harrisburg
Human Dev. & Family Science 115	Program Assistant	Locations also in Hershey, Middletown, and Carlisle. We are a parent education center. We serve families with children from birth to six years of age. Interns work in our preschool activity room with children, parents and staff. They are encouraged to provide examples of appropriate behavior management, promote positive parent-child interaction, encourage healthy attitudes toward discipline, nutrition, hygiene, and daily routine, guide parents in	Interns should display a nonjudgemental attitude and positive dedication to parents and young children. A capacity for physical activity with young children is also desirable.	New Cumberland
Human Dev. & Family Science 5134	Program Management	Support program staff in a variety of tasks including the development of written publications; Research foster care placement costs statewide; Call/meeting preparation and training for program development. Possible facilitation of parent support group or training assistance.	Attention to detail, excellent written & verbal communication skills, critical thinking, good follow-through. Some knowledge of state demographics, experience with research and working with at-risk families.	Harrisburg
Human Dev. & Family Science 756	Program Planning	Follow-up with Summer Challenge Camp (children and schools, volunteers, staff). During summer, interns may serve as camp counselors.		Camp Hill
Human Dev. & Family Science 5680	Public Health/Public Affairs	Assist with grant proposals; needs assessment; maternal child health population; public affairs policy	Good communication and interpersonal skills; positive attitude and initiative.	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Human Dev. & Family Science 335	Resident Attendant	Provide 24 hours coverage of shelter operation.	Relate well to various types of people.	Harrisburg
Human Dev. & Family Science 2822	Social Services	Opportunities for interns to work with older adults and those individuals affected by progressive dementia in various activities and services including: helpline, support groups, home visits, outreach/education, community involvement, evaluations, etc.		Harrisburg
Human Dev. & Family Science 4825	Social Services	Answering phones (shadowing first), counseling clients (shadowing first), client services (gathering material items, referrals, brochures)		Harrisburg
Human Dev. & Family Science 489	Social Work	Responsible for interviewing clients, case management, and program assistance. Position involves hands-on experience in working with families and individuals with low incomes. Assist director with Christmas distribution (fall only) and some administrative tasks, depending on student interest.	Compassionate; understands dysfunction of low income families. Able to operate windows, database, and word processing programs.	Mechanicsburg
Human Dev. & Family Science 490	Social Work	Responsible for interviewing clients, case management, and program assistance. Position involves hands-on experience in working with families and individuals with low incomes.	Compassionate; understands dysfunction of low income familie. Moderate+ computer skills : like working with all types of people, children especially. Early Education or Ministries majors as-well.	Dillsburg
Human Dev. & Family Science 7305	Student in Placement	Field practice: client interaction (implement Individual Service Place, case notes in child's record, review Foster Parent Monthly Reports)		Harrisburg
Human Dev. & Family Science 400	Teen Counselor	Home for unwed, pregnant moms		Harrisburg
Human Dev. & Family Science 64	Women's Center Assistant	Work at Women's Center, counseling, mentoring, teaching, childcare/teaching. Position to be determined with interest of individual.	Prefer females; Christian; Education, Nursing, and Counseling majors.	Harrisburg
Human Dev. & Family Science 65	Youth Assistant	Work with inner city youth (ages 7-20) in programing and mentoring activities: spiritual development, recreation and tutoring. After school program and all day summer camp. Help with teen evening program and basketball for teens up to 20 years of age.	Prefer Education, Nursing, and Counseling majors. Enjoy being with young people, patient and energetic. Ministry majors (youth ministry major preference)	Harrisburg
Human Dev. & Family Science 802	Youth Counselor	To help residents come to terms with the trauma of their past by learning to function appropriately both socially and emotionally. Staff are expected to utilize a strong team approach and the tenets of Reality Therapy within the framework of agency and cottage policy.	Coursework in human services field: Willing to work with difficult and potentially violent youth. Summer employees must be PHEAA work/study eligible. For employment purposes, student must be 21 years old.	Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Dev. & Family Science	3879	Youth Services Education	Assist the Youth Educators in: scheduling and presenting youth education programs to schools and other youth-serving organizations; prepare materials for youth educational courses.	Have an interest in people and youth; express interest in the Human Services profession; have interpersonal skills including written and verbal communication; have interest in childhood development and administration; be mature, personable, and flexible. have	Harrisburg
Human Dev. & Family Science	997	Youth-After School Programs	Assist coordinator with planning, supervising, and administering serves for children age 6-14 in an after school setting. Duties include planning activities, assisting kids with homework, organizing fundraising, helping to maintain an orderly safe environment for kids, and being a mentor to approximately 15 children.	A strong passion for working with very needy kids from low-income environments. Someone who is willing, able, and eager to commit 4 hours Monday-Friday. The 4 hours are filled with a lot of energy.	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Human Resource Management /				
Human Resource Management 6596	Employee Relations	<ol style="list-style-type: none"> 1. Assist in investigating and resolving employee grievances and union disputes. 2. Assist with Crisis Management materials and training. 3. Create/Update databases and assist with records management. 4. Assist with revising and reprinting Employee Handbook. 5. Contribute to analyses of workforce issues. 	<ol style="list-style-type: none"> 1. Ability to safeguard confidential information. 2. Strong PC skills with high degree of accuracy. 3. Attention to detail. 4. Excellent communication and writing skills. 	Hershey
Human Resource Management 8010	Food and Beverage HR - Hershey	<p>Handling a high volume of in-coming and out-going phone calls</p> <p>Assisting with all aspect of the hiring process including interviewing new applicants and selecting the most appropriate position for each candidate should they pass the screening process</p> <p>Assisting with scheduling employees and communicating schedules effectively to each employee</p> <p>Assisting with counseling employees on their</p>	<p>Must be 18 years of age or older</p> <p>Must be currently enrolled in an accredited college or university</p> <p>Must be in Business/Human Resources/Communications/Hospitality Management or a related field</p> <p>Previous experience presenting oral</p>	Hershey
Human Resource Management 264	Hospitality Management	Various openings in the hotel with a variety of responsibility.	Strong oral and written skills; computer software and hardware knowledge; past customer service experience preferred.	Harrisburg
Human Resource Management 5557	HR/Staffing	Intern will conduct phone screenings, schedule interviews and follow through on the hiring process; prepare schedules for part-time employees; schedule various trainings for new/returning employees; assist managers with departmental training	Must have reliable transportation; excellent communication skills; previous office environment experience a plus	Hershey
Human Resource Management 3566	Human Resource	Company is located in Denver.	Must have Human Resource Generalist or Business Administration major. Excellent computer and communications skills to include Microsoft Office.	Ephrata
Human Resource Management 5553	Human Resource	Intern will: provide support to HR and Staff dept - clerical maintenance and assistance to HR functions.		Harrisburg
Human Resource Management 5870	Human Resource	Assist with scheduling interviews, orientations, recruiting, pre-screening, appointments, testing, reference checks, etc.	High energy, multi-tasking, excellent interpersonal skills, with with diverse groups of people.	Camp Hill
Human Resource Management 6957	Human Resource	<ul style="list-style-type: none"> - an opportunity to learn recruiting, evaluation, background checks - utilize internet and other resources to search for candidates - review resumes - participate in interviews - conduct background checks including criminal history & reference - contact former candidates to determine employment status, and whether they remain 	Excellent communication skills, computer proficiency, strong writing skills	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Resource Management	7608	Human Resource Management	Support the execution of Resource Management and Delivery Management on the Governance team. This involves utilizing a Desktop computer, Microsoft software, and strong communication skills. This person will need to submit online forms to request hardware, software, and Online security needs. Will work with other team resources to understand Security requests and problems and take the initiative to pursue resolution. Other miscellaneous responsibilities	-Commit to 12 hours a week -Demonstrable abilities to communicate, both written and verbally -Flexibility to work with diverse culture, age, gender, and work styles -Strong desire to understand state problems and work to resolution	Camp Hill
Human Resource Management	28	Human Resources	Assist director of personnel on specific projects		Camp Hill
Human Resource Management	625	Human Resources	HRIS Project implementation using Lawson Software. Assist in entering information into system for initial setup and configuration.	Data Entry Skills; Experience in Excel and Word; Background in either information technology or human resources.	Harrisburg
Human Resource Management	796	Human Resources	Assist in development of personnel manual, and personnel management systems	Word processing helpful; good writing, organizational skills	Camp Hill
Human Resource Management	766	Human Resources	Internships available in HRIS, Benefits Administration, Employee Relations, and Compensation Administration.		Mechanicsburg
Human Resource Management	845	Human Resources	- review applications - assist w/ scheduling and completing interviews - participate in benefits administration - work w/HR - specific computer programs, and attend recruitment fairs.	Completed coursework in the HR field. Organized, confident, reliable.	Harrisburg
Human Resource Management	905	Human Resources	Duties include recruiting and interviewing; matching employees to jobs; business development; processing payroll and invoices; customer service, processing paperwork, and filing.	Computer skills required.	Camp Hill
Human Resource Management	1354	Human Resources	Assist with job description review and formatting Assist with employee handbook revisions Assist with completion of compensation surveys Work with HR manager to do training needs assessments and implement needed training programs Assist with publishing the monthly HR newsletter for managers Conduct audits of personnel files and assist with file reorganization	- excellent verbal and written communication skills to interact with personnel all levels, draft correspondence and knowledge of labor laws, civil rights, and legal aspects of employment issues at a level of knowledge normally gained through course work in business or Human	Camp Hill
Human Resource Management	2381	Human Resources	Assist the Employee Relations Manager with various forms of employee communications and HR, including: Developing & coordinating the employee newsletter; production of the employee handbook; updating the employment brochure; designing posters for various employee activities; employment advertising and recruitment communication; coordinating projects with the corporate print shop; coordinating the application and hiring process, including assisting	Human Resource Management of Communications major preferred.	Hershey

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Resource Management	2413	Human Resources	Assist with application and employment processing and maintain and edit employee files.		Hershey
Human Resource Management	2431	Human Resources	Design an appropriate Plan of Service. Deliver meaningful and effective pre-employment services, facilitate job placement according to agency standards, provide effective on-site and off-site employment supports; conduct effective follow-up.		Camp Hill
Human Resource Management	2920	Human Resources	Pennsylvania Medical Society Liability Insurance Company. Assist with orientation, employee and recruiting manuals, reference checks, benchmarking project, training, job postings, data entry, and review of benefits.		Mechanicsburg
Human Resource Management	3093	Human Resources	Assist in all areas of HR.		Gettysburg
Human Resource Management	3989	Human Resources	20 hours of classroom lecture; 460 hours of supervised work experience. Each student is assigned a mentor who will meet with them and guide his/her experience. Weekly reading assignments, group discussions, and Learning Luncheons will be a part of the experience.	We are looking for a highly motivated energetic individual who enjoys a challenging and fast-paced atmosphere. Candidate must know Windows.	Mechanicsburg
Human Resource Management	4559	Human Resources	Assist with information technology recruiting and the executive search process. Shadow recruiters and sales executives. Participate in searches and marketing research. Could lead to future employment.	Professional in appearance and communication; Strong basic PC and Internet skills, excellent communications skills, proven writing ability, willingness to learn, and adaptable.	Harrisburg
Human Resource Management	4648	Human Resources	Various internships available, most year-round. Time commitment varies by opportunity. Additional positions may be developed to suit particular career field or area of interest.	Excellent interpersonal and communication skills; knowledgeable in Microsoft Office 2000.	Harrisburg
Human Resource Management	4880	Human Resources	Complete HR services for small businesses		Lemoyne
Human Resource Management	5213	Human Resources	<ol style="list-style-type: none"> 1. Assisting applicants in completing online applications 2. Supporting the processing functions necessary for newly hired and returning employees 3. Analyzing and coordinating all paperwork necessary, prior to filing 4. Assisting with the training and development of new hires, rehires, and supervisors for the 2007 season 5. Assisting with uniform distribution, collection 	<ol style="list-style-type: none"> 1. Excellent Communication Skills 2. Excellent organizational and detail-oriented skills 3. Knowledge of MS Word, Excel, and PowerPoint 4. Self-motivated 	Hershey

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Resource Management	5242	Human Resources	Assist with recruiting, processing, and training functions.	HR, Business major, or in related field. Excellent communication, organizational, and detail-oriented skills. Knowledge of MS Word, Excel, & PowerPoint. Self-motivated. Flexible schedule, including weekends.	Lancaster
Human Resource Management	5263	Human Resources	20-30 hrs/week - exposure to labor relations, benefits and other areas.		Harrisburg
Human Resource Management	5379	Human Resources	Work on Employee Newsletter. Assist with developing wellness program. Personnel records.	Pleasant telephone voice & ability to communicate in English.	Camp Hill
Human Resource Management	5494	Human Resources	(heating, ventilation, air conditioning) support compensation and benefits function; 8-5 pm; assist in benefit claims resolution, mailing, filed sales/service relocation administration, create new hire packets		York
Human Resource Management	5811	Human Resources	Intern will work with HR Manager in functions such as benefits, recruiting, employee relations, compensations and organization development. Intern will also assist in delivery of ongoing HR dept. communications and database management.	Strong interest in technology with an innate ability to interact with all levels of employees; strong computer skills, resourceful and energetic.	Middletown
Human Resource Management	5878	Human Resources	Overall assistance in Corporate Human Resources Dept. to include the following projects: Prepare non-existing job descriptions and update existing descriptions; Assist with hiring process; Analyze employee retention and turnover efforts; Assist with design and development of a salary structure.	Preferably a junior student entering senior year.	Harrisburg
Human Resource Management	5887	Human Resources	Provides experience in staffing, training and development, project work, job descriptions, benefits, and other general HR duties.		Greencastle
Human Resource Management	5889	Human Resources	Positions posted on Monster.com You will be responsible for a wide variety of Human Resources activities including: Sourcing candidates; Pre-screening candidates; Scheduling interviews; Processing background checks; Conducting new hire orientation; Tracking recruiting metrics; Completing projects as assigned orientation; Tracking recruiting metrics; Completing projects as assigned	Prefer college student entering senior year in Human Resources curriculum Flexible, self-starter Excellent communicator, both written and verbal Discreet-able to keep information confidential	Harrisburg
Human Resource Management	5949	Human Resources	Office support, conducting phone screenings, scheduling and conducting interviews, editing and correcting for payroll, scheduling employees for HERSHEY PARK should season		Hershey

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Resource Management	6685	Human Resources	The HR Interns will assist with the recruiting function, performing a wide range of duties including: interviewing warehouse associates and making hiring decisions, reviewing and coding applications, conducting new-hire orientation sessions, assisting with coordination and staffing of recruiting events, and answering a broad range of employee inquiries. Time management skills are key.		Lewisberry
Human Resource Management	6841	Human Resources	Responsibilities: placing employment ads in newspapers, external, and internal websites; posting positions on agency website, retrieving responses, screening, and forwarding to appropriate staff; processing agency-wide recruitment postings; assisting with processing and monitoring Workers Compensation and Unemployment Compensation claims; assisting with developing quarterly HR newsletter;		York
Human Resource Management	7331	Human Resources	Intern will gain experience in recruitment & selection; employee relations; benefits administration; compensation; employment law; payroll; safety and workers compensation		Mechanicsburg
Human Resource Management	7861	Human Resources	*Assist the Staffing Office with the recruiting and hiring process. *Assists with recruitment tasks such as conducting reference checks, generating and sending offer letters, communicating with hiring managers, candidate follow-up and HRIS data entry. *Writes and/or updates weekly Employment Opportunities Bulletin and distributes to various organizations within the database. Updates	The ideal candidate will have an interest in a career in Human Resources, and is pursuing a Human Resources, Business or related degree, as well as some administrative office experience, strong verbal, organizational, written, and multi-tasking skills, and the drive and work	Washington
Human Resource Management	7875	Human Resources	Responsibilities: placing employment ads in newspapers, external, and internal websites; posting positions on agency website, retrieving responses, screening, and forwarding to appropriate staff; processing agency-wide recruitment postings; assisting with processing and monitoring Workers Compensation and Unemployment Compensation claims; assisting with developing quarterly HR newsletter;		York
Human Resource Management	5474	Human Resources	Intern will assist with organizing local job fairs, advertisements, and the pre-screening of potential applicants via the telephone., sourcing, data entry into PeopleSoft, conduct face to face interviews ; assistant to HR dept.	familiar w/ MicrosoftOffice software; ability to manage multiple projects simultaneously; strong oral/written com. skills	Harrisburg
Human Resource Management	7990	Human Resources Intern	Human Resources Internship POSITION SUMMARY: This position is under the supervision of the President and Project Manager and is responsible for the administrative support of day-to-day Human Resources operations and creation of viable handbook template program. Candidate must have strong technological skills and procedure writing experience. DESCRIPTION OF DUTIES: Responsible for administrative duties within a Human Resource Consulting firm. Will	MINIMUM QUALIFICATIONS • Currently enrolled in a BA or MA degree program studying or interest in Human Resources • Strong writing skills • Extensive knowledge of computer software (Windows 95, 98, XP and Microsoft Office) and	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Human Resource Management	7934	Human Resources/Marketing &	Assist with HR website makeover; Assist with routine human resource tasks including resume scanning, indexing, typing and filing; Assist with HersheyPark ticket program; Develop and assist with conducting Performance Management Workshop for supervisors; Follow up/Review of new service awards gift program	Understanding of and interest in website design, human resources and marketing; excellent computer skills including Word, Excel and PowerPoint. Some experience with or eye for graphic design is preferred. Ability to work well with a broad spectrum of internal and external	Grantham
Human Resource Management	494	Marketing	Sales/Marketing - cold calls and customer service calls to maintain and increase business. Possible hire after graduation, if position is available.	Must have good communication skills, professional appearance and presentation, good work ethic.	Lemoyne
Human Resource Management	4811	Organizational Psychology	Central PA station of National Public Radio and Television(NPR)	Strong verbal, written and interpersonal skills. Familiarity with issues and concerns of culturally diverse communities; familiar with EEO rules and regulations and affirmative action principles.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Humanities /					
Humanities					
6376		Zoning	Intern will be identifying zone codes for properties and assisting architects and engineers in meeting these codes;		Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
International Business / MANB					
International Business					
935		Graphic Art	Work in export department; market research; identify potential distributors overseas; process export orders; int'l promotional programs. Exports presently to about 20 countries.	At least 25 hrs./week	York
International Business					
2676		International Business	Work with international business consultants in preparation of market research; conduct client surveys; make occasional contact with clients; and generally assist in office functions.		Harrisburg
International Business					
3318		International Business	Research specific industry segments and roll-ups of PA companies; Create reference of website identification and identify/provide location information of PA distributors & sales outlets by industry segments; Provide support in the research and preparation of documents for marketing packets to potential foreign direct investment prospects; Communicate with directors, representatives, & international contractors; Provide support in preparation for	Computer skills: Internet Research, Word, Excel. Advanced research skills & capabilities; Clarity in verbal/telecommunication and written communication skills. Foreign language skills a plus, including Chinese language skills.	Harrisburg
International Business					
7544		International Business	Export lawn and garden products to over 60 countries. 20-25 hours per week, but flexible. Transportation costs covered.		Lititz
International Business					
923		International Business Volunteer	Will depend on skills and interests	Strong interest in ministry; confidentiality.	New Cumberland

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Journalism /					
Journalism	7991	Acquisitions Division – Editorial	The primary responsibility of the Intern for the Acquisitions Division of the Editorial Content Department is to assist the operational and administrative tasks of the Director of Editorial Content, Acquisitions Editor, Assistant Acquisitions Editor and Editorial Assistants in order to provide foundational support for the publication recruitment goals of the Editorial Content Department. The Intern will assist the Acquisitions Division of the Editorial Content		Hershey
Journalism	2580	Communications	<ul style="list-style-type: none"> - provide support for editorial and administrative functions; help with editing and proofreading - review the bulletins & newsletters looking for possible stories to share in our denominational magazine and website - write two news and/or features stories a month for the website; propose/help develop 2 additional website stories each month - assist the magazine editor in gathering information and writing stories for "Parts of the 	<ul style="list-style-type: none"> - excellent writing skills and willingness to revise - ability to focus on a carefully constructed angle of a particular story - experience and comfort with interviews -ability to find and identify stories that embody and enrich perspectives and values 	Grantham
Journalism	343	Editorial	Work with various publications including Central Penn Parent, NEXT, INVENT, Silver & Gold, and the Central Penn Business Journal. Maintaining a calendar of events, research and create Top Lists, perform Internet research, fact checking, writing reviews, giveaways, and some department stories, manage databases, attend editorial meetings: storyboard, art, and layout, work with PR companies to receive promotional books, videos, CDs, etc.	Strong writing background, excellent phone skills, ability to research the Internet, organization, ability to work independently, meet deadlines.	Harrisburg
Journalism	632	Editorial	Write for and proof PDA's website; assist in the editing process for the PA Dental Journal; work with Communications Department; support other departments; contribute to promotional activities.	Good oral and written communication skills, research skills, and graphic design ability.	Harrisburg
Journalism	3172	Editorial	Edit stories, write headlines, check page proofs, possibly design pages for local newspaper.	Strong grammar skills, publication experience.	Harrisburg
Journalism	4177	Editorial	Research and create Top Lists, perform Internet research, fact checking, writing reviews and some department stories, manage databases, attend editorial meetings.	Excellent phone skills, ability to research the Internet, organization, ability to work independently, meet deadlines.	Harrisburg
Journalism	44	Editorial	Assist in editing, proofreading, copy editing, research projects, write short compositions; and assist in preparation of the magazine for deadline.	Ability to work in a team, excellent writing skills. Sophomore, junior, or senior class standing in unrelated fields.	Harrisburg
Journalism	4667	Graphic Arts	Producing news graphics and charts for one to three days a week.	Journalism background; some experience with college or school newspaper	York

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Journalism	5183	Journalism	Hands-on journalism experience for an award-winning business weekly in Harrisburg. Internships can be tailored to suit an individual's skills, from editing press releases for publication to writing briefs & stories or copyediting.		Harrisburg
Journalism	7016	Journalism	20 hrs/wk. Assist with editorial functions, writing news stories - investigative journalism for insurance and financial services. Monthly magazine format coming.		Harrisburg
Journalism	6846	Journalism - Government Services	The Pennsylvania Department of Transportation uses this class extensively in highway construction and maintenance support activities.	computer skills in Microsoft Office applications	Harrisburg
Journalism	6448	Journalism - Politics	Internet news service focusing on politics		Harrisburg
Journalism	5090	Journalism - Sports	Harrisburg Horizon is partnering with York Keystone State Games. Interns will gain hands-on experience with the largest amateur sports even in the state of PA. Sports Information Director for team and 20 team minor league basketball league		Harrisburg
Journalism	7553	media journalism	Seeking students who are interested in media and journalism as well as photographers and graphic designers, web designers and those interested in advertising.	driven and dedicated person, at least 3.0 GPA	Harrisburg
Journalism	4666	Photography	Four or five days a week.	Journalism background; some experience with college or school newspaper	York
Journalism	2089	Photojournalism	Offers an internship allowing students to observe what is involved with the publication of a daily newspaper, shooting assignments, and training for processing film and printed pictures - knowledge of photography is required.		Carlisle
Journalism	866	Reporting	General news and feature reporting three to five days a week.	Journalism background; some experience with college or school newspaper	York
Journalism	4665	Sportswriting	Game coverage and feature stories.	Journalism background; some experience with college or school newspaper	York

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Marketing / MANB				
Marketing 5436	Administrative Assistant	The Harman Agency is seeking College Students who are interested in learning about the modeling and entertainment industry from the inside of one of the best Model & Talent Agencies in Pennsylvania. Positions are available for spring, summer as well as winter 2009 semesters. Flexible hours including some weekend model searches, photoshoots and events may have to be attended.	Personality: Professional, dependable, very responsible, creative, and enthusiastic, with strong leadership abilities. Can follow directions well and work with others in a busy office environment. Computer Skills: Word Perfect/Microsoft Word, Microsoft Excel, Microsoft	Harrisburg
Marketing 3221	Advertising / Marketing	Media planning, business development, and creative services - new areas of emphasis. Work with copy (writing, editing, proofreading); research advertised products; attend client meetings; and sit in on production meetings. Many majors are considered. Primary research, writing for publication, finding photography, archiving, and office organizational tasks. Media pitching and client face time.	Good communication skills are essential	Harrisburg
Marketing 417	Banking/Sales	* Collecting and analyzing information, undertaking tasks according to project plans * Researching/ benchmarking analyses * Developing technology-based solutions strategies * Involvement in process mapping, statistical and qualitative analysis * Research emerging statistical techniques in risk modeling	Min 2.8 GPA Professional demeanor, excellent interpersonal skills and sales ability, self-starter, outgoing, well-organized, good customer service, previous cash handling experience.	Harrisburg
Marketing 7536	Business / Marketing	Investment management, executive compensation arrangements, business succession planning, estate planning, and insurance planning. Clelan and Company currently serves over 200 business and individual clients in PA, MD, NY, DE, FL, and DC.		Camp Hill
Marketing 7482	Business Development	HRG - full service consulting firm Intern is expected to learn the services offered by HRG, as well as become proficient in recognizing opportunities where these services can fulfill a business need of the client they are contacting.	Knowledge of proposal development, research, proof-reading and editing, prioritizing multiple assignments, database management, excellent communication and organizational skills. Working knowledge of MS suite (Marketing industry-related)	Harrisburg
Marketing 7467	Business Marketing Specialist	Provide marketing and project manager assistance and support to the organization.	Previous experience in marketing / business environment preferred; Ability to work in team environment; Strong computer skills (Word, Excel, PowerPoint, Publisher) required; working knowledge of desktop publishing (Quark Xpress for Windows, Illustrator and Photoshop)	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	1323	Child Care Program	Develop a better marketing plan for our programs (before and after school program, day car center, nursery school and a summer camp). Create a recruitment plan. Develop a staff training program. And preform a marketing analysis of the rates at other similar centers.		Camp Hill
Marketing	5490	Commercial Real Estate -	Maintain/update online property listings; visit properties to take photos, check signage, verify showing instructions & manage marketing presentation area; manage marketing materials inventory; assist in website redesign and in Gold Outing event coordination; participate in profiling discussions	Detail Oriented	Wormleysburg
Marketing	123	Community Development	Assist project managers in project development and implementation; market project ideas, communication with citizen groups, etc. Manage neighborhood beautification projects.	strong verbal and written skills; sound judgment; work independently; PA drivers license	Harrisburg
Marketing	4848	Development	Development of special projects; administrative and technical assistance. Word processing, typing	Strong verbal, written and interpersonal skills. Familiarity with issues and concerns of culturally diverse communities; familiar with EEO rules and regulations and affirmative action principles.	Harrisburg
Marketing	142	Event Planning	Coordination of all promotional events & activities. Participate on Marketing Committee. Work on concepts & ideas toward development. Develop contractual agreements w/entertainers, vendors, & outside parties. Develop partnership w/non-profit groups to host fundraising events. Prepare staging area for events. Oversee and attend events. Promote future events through production of in-store handouts, signage, & external media	Multi-tasker, highly organized. Excellent oral & written communication. Proficient in Word & Excel. Team player.	Mechanicsburg
Marketing	5483	Event Planning	assist planning event department and run shows	knowledge of & enthusiasm for automotive hobby is a plus	Carlisle
Marketing	344	Events & Marketing	Job responsibilities include working on promotional material, writing copy for adds, researching, finding leads for events, and helping to plan and coordinate events.	Strong writing background, excellent phone skills, ability to research the Internet, organization, ability to work independently, meet deadlines.	Harrisburg
Marketing	4219	Fundraising	Assist in organizing fund development activities; strategic planning, research, grant writing, special events, direct mail campaigns, securing sponsors, and in-kind donors.	MS Word, Internet, excellent writing, speaking and organization skills, dynamic, creative, sales-oriented personality. Proposal writing and fundraising experience are pluses.	Harrisburg
Marketing	5207	Fundraising	Provide assistance with fundraising, annual special events, marketing, graphics/design.		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	6956	Government Marketing	<ul style="list-style-type: none"> - assist Government Marketing Specialist and government marketing clients with market research - collect client information, creating client files and managing client market research - assist with photocopying, filing, collating, mailing, and other office duties - travel required to meet with clients at their businesses 	<ul style="list-style-type: none"> - marketing background or completed marketing courses - strong marketing research skills 	Harrisburg
Marketing	5480	Healthcare Recruiter	works directly w/ sales recruiters - develop plans to recruit qualified medical professionals;	accuracy, organized, flexible, public relations, professional telephone manner	Harrisburg
Marketing	7601	International Market	Provide support to all staff within the Division of Economic Development, International Market Development related to day-to-day operations, which may include: (a) support related to information technology (that is, database and website maintenance); (b) customizing international market research from existing databases for Pennsylvania companies; (c) recruiting companies to participate in international trade activities sponsored by DPA	Proficiency with Microsoft Office suite and web applications, knowledge of principles and practices of domestic and international market development, knowledge of and experience with principles and practices of food marketing and economic development	Harrisburg
Marketing	147	Market Analysis	Assist in analyzing effectiveness of direct mail efforts, advertising efforts and product profitability for publisher of 22 special interest magazines.		Harrisburg
Marketing	1687	Market Research	The intern would computerize business accounts, produce maps and graphs, assist with survey tabulation and report writing, write grants and proposals, design a seminar or computer course and then promote and conduct it, design survey questionnaires, etc.		Carlisle
Marketing	449	Marketing	- market research and marketing communications	<ul style="list-style-type: none"> - proficiency with IBM computers and software including windows (preferred), WordPerfect, LOTUS 1,2,3 - strong written and verbal communications skills 	Hershey
Marketing	535	Marketing	Assist in research and analysis of membership database; develop marketing strategies, conduct market research. Assist with annual Economic Summit, Chamber Dinner and other special events. Summer intern positions are paid.	Computer skills.	Harrisburg
Marketing	602	Marketing	Research projects, handling advertising for our publication, prospecting, telemarketing, field visits with professional staff, direct mail projects, and assist with daily office procedures.	Must be PA resident or attend PA college. Prefer seniors. Must receive college credit. 2.5+ GPA. Computer literate. Good written and verbal communications skills are essential.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	482	Marketing	Assist Tour Director with program planning, marketing, scheduling and evaluation.	Interest in tour, travel, and event planning	Mechanicsburg
Marketing	141	Marketing	Moving to marketing on the Internet.		Hummelstown
Marketing	139	Marketing	Increase public awareness of CONTACT helpline; create brochures; develop marketing plan for "Tri-County Human Services Directory. Flexibility available to explore skills and other varied assignments.	Computer; Windows	Harrisburg
Marketing	697	Marketing	Coordinate production of newspaper ads; assist with TV and radio spot production; analyze customer surveys; write and edit articles for company newsletter; assist with updating of location files.	Dependable transportation; computer literate.	Lebanon
Marketing	1328	Marketing	Develop brochure and video; conduct marketing for Ministry for At Risk Youth; contact business; plan and run a fundraiser.	Strong commitment to the Lord with a heart for inner city missions work, interest in working with minorities.	Harrisburg
Marketing	1338	Marketing	Provide sales force support by creating graphs, layouts, and reports; create database queries; assist with advertising copy; maintain website; coordinate supplies and resources for marketing programs.	MS Office including Access, HTML, JavaScript, Adobe Photoshop, FrontPage; good communication skills.	Harrisburg
Marketing	2382	Marketing	Engineering, geology, environmental consulting		Harrisburg
Marketing	2597	Marketing	Investigate current internet marketing trends and strategies, develop a customer referral program, develop an email newsletter, assist with special events, promotions, etc.	Highly motivated, takes initiative; excellent verbal, phone and written communication skills; www navigation, email, Windows, MS Office; HTML programming a plus.	Harrisburg
Marketing	2823	Marketing	Assist with design projects. Assist with organizing a customer seminar. Assist with organizing trade shows. Customer service. Research projects.	Basic Word, Excel, Adobe Acrobat Reader. Detailed/organized, comfortable with timelines/deadlines. Team player. Can lift boxes and get dirty. Positive attitude.	Middletown
Marketing	3083	Marketing	Assist in data gathering and analysis of customer and broker market research surveys; Administer mail surveys to existing clients & brokers; Input data & summarize results for presentation.	Intermediate level knowledge of Microsoft Excel. Knowledge of Pivot Tables & completion of market research course is helpful.	Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	3361	Marketing	Includes helping cultivate D2's relationships with several professional associations, assisting with networking events, maintaining the accuracy of the marketing database, and assisting with the sales process. Continue D2's involvement in the Technology council and the Harrisburg Regional Chamber, update old database records, write and release press and news releases, work with D2's interactive Servies Group to develop wevsite design leads.	Must be outgoing, good interpersonal, oral, and written communication skills. knowledge of Word Processor, Microsoft Outlook e-mail, and an Internet browser. Willing to travel	Harrisburg
Marketing	3580	Marketing	Promote and market a cutting edge communications company. Gain exposure to publicity initiatives, advertising campaigns, e-marketing efforts, customer events.	Undergraduate student in 3rd or 4th year of study. Ability to work 24-40 hours per week - located within driving distance of our Harrisburg, PA facility - completion of college courses in relevant subjects - high motivation and enthusiasm for learning about the visual	Harrisburg
Marketing	3660	Marketing	Experience involves marketing, sales, and customer service, and many other aspects of the sports industry. Interns work in the ticket office during the day handling group ticket sales, outgoing sales calls, computer database entry, program management, in-stadium marketing, and overseeing promotional events. Responsibilities also include covering game day ticket sales, customer service booth, fan photos, and on-field entertainment.	Outgoing individuals.	Reading
Marketing	4604	Marketing	Work with the marketing coordinator, coordinate distribution of completed directory, NutriCore Northeast project, attend and observe SCORE meetings, marketing and development.	Strong verbal and written communication skills; Strong organizational skills; Good judgment; Detail oriented; Proficient in research; Strong computer skills - Microsoft Office, database knowledge pref.	York
Marketing	4664	Marketing	Mailings, market research, promotional materials, update web site, travel to & meet clientele.	Excellent communication & organizational skills; Outgoing, independent; Detail-oriented. Microsoft Word, Excel, PowerPoint, & Access; Experience using the internet for research.	Harrisburg
Marketing	4847	Marketing	Work with financial advisors to help market the resources at Morgan Stanley.	Intern should possess great marketing skills along with a good financial and business background.	Harrisburg
Marketing	5031	Marketing	Business provides petcare seminars, workshops, and newsletters.		Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	5173	Marketing	The Murata Business Center is an incubator facility for start up businesses. Implement a strategic marketing plan for prospective clients and assist development of marketing programs for current clients. Possible 10 hours a week or more.	Marketing coursework to include internet marketing as well as traditional branding and marketing strategies and knowledge in Microsoft products to include web design.	Carlisle
Marketing	5251	Marketing	Create marketing & graphic design materials, Develop logos, brochures, videos, PowerPoint presentations, website content. Opportunities to create promotions & promotional materials, work public relations and/or create advertising materials. Support the ongoing mission of York Habitat for Humanity and specific, targeted fundraising and outreach campaigns.	Energetic, creative; Ideally with classroom experience in marketing, communications and/or graphic design.	York
Marketing	5360	Marketing	Assist with Public Relations, Advertising, Promotions & Production functions. Media escort at events. Prepare press materials, collect press clippings. Assist in preparation trade/barter advertising agreements, placement of advertising settlements.	valid driver's license;	Hershey
Marketing	5584	Marketing	<ol style="list-style-type: none"> 1. Contacting various forms of media to coordinate promotions 2. Assisting with various marketing programs including the Zoo Kids Club 3. Researching promotional trends in the amusement park industry 	Good organizational skills; Excellent writing and communication skills; Strong attention to detail; Knowledge of Microsoft Word, Excel, Power Point	Hershey
Marketing	5767	Marketing	MEF is a commercial cleaning company with clients who contract services for regularly scheduled cleaning, floor care and construction cleanup. Intern will assist with promoting the company, developing of client database for short-term and long term marketing programs, brochure and mailer and/or website design.		Camp Hill
Marketing	5863	Marketing	Intern will work with advertising agencies revamp corporate identity materials (eg. brochures, multimedia materials, floor plan booklets) providing assistance with marketing strategies, copywriting edits, photo edits, coordinating contents. Intern will also assist with public relations to arrange press coverage on select building projects, as well as sales teams and builders.	Excellent computer skills with proficiency in Microsoft Word and Excel, strong writing and verbal communication skills, effective organizational abilities and able to work well independently.	Liverpool
Marketing	5932	Marketing	<p>Marketing: Design and promote brochures, displays, etc to support expansion of Direct Hire Services. Create marketing plan for new business lines</p> <p>Sales: Participate in Direct Hire sales process for identified new business lines including researching opportunities, client presentations, contract negotiations.</p> <p>HR: Participate in recruiting and employment functions, administer hiring processes (screening</p>	Microsoft Office, Data Entry, working knowledge of Windows	Ephrata

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	5944	Marketing	Assist with launch of new national magazine, attend meetings on editorial content and sales strategies.	Creative, organized, understands concepts of marketing and how it relates to editorial content and sales.	Harrisburg
Marketing	6085	Marketing	Intern will place and reserve ad space with newspaper, television etc, procure ad information from clients; coordinate direct mail campaigns (eg. Estimate requests for printing, folding, and delivery of printed material); work with sales and graphics staff to coordinate all voice and visuals (eg. scheduling film crews and recording times); proof read copy; provide keystroke assistance to graphic artist when needed; keep graphic arts schedule current; update monthly accounts for		New Cumberland
Marketing	6415	Marketing	Intern will be part of a research project establishing tourism benchmarks for Adams County, PA: economic impact and spending patterns of visitors, etc.		Gettysburg
Marketing	6727	Marketing	Job areas: research specific market segments for prospective clients, provide promotional support of existing marketing programs, development and writing of marketing materials, and plan, develop and execute marketing programs.	Highly creative, excellent written and oral communications skills, and be able to work independently	Harrisburg
Marketing	6729	Marketing	Build and organize marketing contacts list; implement marketing campaign; work on team to develop marketing strategies; perform other related duties to marketing of Mapwing.com	Knowledge of communication and marketing techniques; skilled in using a computer with database software; skilled in writing and making phone calls; ability to work in team	Carlisle
Marketing	7148	Marketing	- gain valuable experience in public relations, marketing, media relations, marketing, media relations, government relations, and issues and event management - working with the team of professionals at Quantum offers the opportunity to assist with exciting and varied clients ranging from fortune 500 companies to national associations to local businesses	- an interest in business, government, public relations, and marketing is essential - interested students should be outgoing and enjoy meeting new people - strong writing skills and proficiency in the Microsoft Office Suite (Specifically Microsoft Word and Excel)	Harrisburg
Marketing	7284	Marketing	Intern will assist with event coordination and marketing for training sessions, meetings and conferences. They will prepare materials for events which will include making copies, typing registration lists, signs and other documents. They may also manage registration for events which may include setting up a spreadsheet, data entry into a database and answering questions via email and telephone. Projects will be assigned based upon interest to intern and necessity of	Proficiency with Mirosoft Office products, written and verbal communication skills, punctual and reliable, outgoing and willing to take initiative	Camp Hill
Marketing	7287	Marketing	Part of team involved with recruiting, marketing and sales to make rotations through various business areas or to focus on one area in particular.	Outgoing personality	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	7386	Marketing	Intern will participate in development of marketing materials; prepare articles for submittal to industry specific magazines; research on specific market segments to determine need for ASI services; plan & execute new marketing programs (including measurements of results); create & manage a marketing log;	Knowledge of computer applications such as Adobe, Photoshop, Excel, Word. Good communication skills.	Mechanicsburg
Marketing	7634	Marketing	We're a leading producer of strategic integrated creative communication solutions using video/film, web, multimedia, e-Learning, and live events. Interns are right in the middle of the action getting "hands-on" experience in our professional environment. You also produce amazing work samples as part of an Intern project for non-profit agencies.		Harrisburg
Marketing	7741	Marketing	We're a leading producer of strategic integrated creative communication solutions using video/film, web, multimedia, e-Learning, and live events. Interns are right in the middle of the action getting "hands-on" experience in our professional environment. You also produce amazing work samples as part of an Intern project for non-profit agencies.		Harrisburg
Marketing	7805	Marketing	The marketing intern is responsible to provide support to the marketing team. The functions of the team include collateral development, direct mail, public relations, website design.		Lancaster
Marketing	6958	Marketing	<ul style="list-style-type: none"> - an opportunity to learn identification of prospective customers - identification of decision makers - generation of marketing materials - distribution of materials to prospective customers - learn about client feedback - developing reports - utilize print and internet resources to identify prospects 	Strong work ethic; excellent communication skills, computer proficiency; writing skills	Harrisburg
Marketing	6878	Marketing - Business	<ul style="list-style-type: none"> - Cold calling into new business corporations (Corporate Accounts - Fortune 1000 to 'Small to Medium Business') - Speaking with Director Level and above within their Information Technology/Information Systems corporate departments - Setting appointments/meetings with new companies for Pomeroy's Northeast Region sales team - Communicating Pomeroy capabilities/offering 	Ideally have strong communication and organizational skills.	Camp Hill

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	7998	Marketing - Executive	Key responsibilities would be developed and explored in an interview with the Director of Community Development and the Executive Vice President of Mission Advancement. They would be contingent on the individual's skill sets, expertise and interests.	<ul style="list-style-type: none"> •Excellent oral and written communication skills •High interest in learning about public relations, marketing, special events, development, client services and/or advocacy •Comfortable speaking with others and working with a variety of people 	Harrisburg
Marketing	7445	Marketing / Advertising	1) Compile list of top 100 customers in each store from database & create & send monthly email/postcard; 2) ACT Database - maintenance 3) Designer Co-op (submit documentation to the designers for co-op advertising expense; maintain files for co-op info; keep accounting dept informed with co-op advertising submitted for credit); 4) Events (Charity events, prepare event info &	Energetic and enthusiastic; writing & communication skills; strong computer skills (Knowledge of Excel, Word, Photoshop - training provided); ACT database training provided	
Marketing	5108	Marketing / Communications	Assist with company newsletter, marketing research, writing press releases and ad copy, contacting media, presentation follow-ups, direct mail campaign, and monitoring various media for financial planning segments.	Attentive, takes direction well, organized and detail-oriented, punctual, reliable, upbeat/positive attitude, pleasant speaking voice, professional appearance, motivated, comfortable dealing with the public, trustworthy (maintains confidentiality - extremely	Camp Hill
Marketing	6684	Marketing / Communications	Responsible for PR and agency relations: development of a marketing plan; newsletter; annual report; development of member agency library with articles and photos; database management.	Microsoft Office (Word, Excel, Outlook); PR; writing; graphic design; creative; dependable	Harrisburg
Marketing	7335	Marketing / Communications	<ul style="list-style-type: none"> - participate in collection, development, writing and distribution of marketing materials - prepare proposals for submittal to businesses, organizations, media etc. - plan and execute new and existing marketing programs and special events - research marketing messages, special events, promotions and other communications materials - research of grants available - Aid volunteers in the Visitor's Info Center 	Strong verbal/written communication skills; ability to multi-task, work independently and complete assigned tasks within time frames. Basic computer skills, applications and programs incl. Microsoft Office. Willingness to provide public presentations in a variety of	Harrisburg
Marketing	7049	Marketing / Communications	Apply marketing skills to develop collateral for 36 IVT; manage 36 IVT website content; enhance search engine rankings for 36 IVT website by learning SEO techniques; learn to network and effectively communicate with customers;	ambitious, attentive to customer needs, outgoing towards potential clients. (knowledge of Photoshop and photography a plus)	Harrisburg
Marketing	262	Marketing / Events / Media Ads	Internship with marketing department of one of the area's largest malls. Projects include working with merchants, organizing mall events, writing, and market research. Can be full or part-time.	Microsoft Word for Windows; Harrisburg Excel; must enjoy a fast-paced environment.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	5523	Marketing / Graphics	Assist with business development, marketing, and public relation and communication efforts: proposal coordination, document preparation, marketing research, data entry, possible traveling	Writing, editing, and communication skills; experience with PC-based software and equipment (MS Word processing, Excel, Access, and PowerPoint); document preparation; knowledge of graphics and information systems a	Camp Hill
Marketing	5463	Marketing / Operations	Assist publisher and operations manager with sales materials, ad copy, proofs, correspondence, special events, and data entry.		Harrisburg
Marketing	5370	Marketing / Public Relations	<ul style="list-style-type: none"> - Assisting in the interpretation and analysis of survey results - Drafting surveys based on clients' specifications - Preparation of polling reports - Administrative support - Reviewing polling data for accuracy - Conducting telephone surveys - Political research on election trends and candidates for public office 	<ul style="list-style-type: none"> - Interest in government, history, and politics (a major in political science is encouraged, but not required) - Strong communication, writing, and organizational skills - An eye for detail 	Harrisburg
Marketing	7813	Marketing / Sales / Sports	assist with the sales, marketing, communications and special event efforts; work at sporting events/expos; organize and maintain Sports Marketing Department files and databases including leads, contacts, etc. * On occasion may need to work nights and weekends at events/tournaments to help ensure successful operation.	prefer students who have a strong desire to work in customer service and sales/marketing fields. We would like applicants who have knowledge of Word Perfect and Microsoft Word. Experience with web page or web design not necessary but helpful. Strong verbal and	Harrisburg
Marketing	7272	Marketing & Development	Develop new marketing initiatives for concert series. Volunteer recruiting. Write press releases. Assist w/ developing educational initiatives. Mailings; data entry; website maintenance. Assist w/musician audition process. Attend & work @ concerts. Fundraising. Participate in Marketing and/or Education committees.	Familiarity with Microsoft Office a must. Pursuing music degree w/interest in arts management (or business/public relations degree w/interest in same), self-motivated, & able to work individually & with a team. Background in the arts and/or classical music	Harrisburg
Marketing	7286	Marketing & Event Management	Assist with brainstorming new marketing opportunities and events, planning and organizing tradeshow and events, on-site show duties, recruiting and training of event representatives, attend information meetings, develop presentations for special events.	Creative, detail-oriented, able to work with people, business-minded	Lewisberry

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	515	Marketing & Membership	Interns needed to help plan, promote and serve as a PANO representative at their seminars, conferences, and other events. Aid in the marketing of PANO memberships, respond to Member requests, and assist with the production and distribution of the newsletter and membership correspondence. Interact with Board Members, the "Standards for Excellence" Program, and advocacy work. May help with educating charities and legislators, as well as research and	Office Professional XP and MS Word . Internet knowledge is useful. iMIS for database entry. MS Publisher, Adobe Pagemaker, and MS FrontPage.	Harrisburg
Marketing	7485	Marketing & Publicity	Developing marketing plan for products and services; assisting in developing promotion pieces and advertisements	Previous experience a plus; capability to work in both a team environment and alone with minimal supervision; excellent oral and written communication skills; creative, resourceful, innovation and productive	Harrisburg
Marketing	8001	Marketing and Communication	-Assist with design of PowerPoint Presentations -Create brochure for BlackCSI -Create and Update databases -Update Website -Create Flyers on Workshops and Seminars -Assist in Newsletters	At least 1 year of college completed.	Mechanicsburg
Marketing	7113	Marketing and Contract Services	- assist in implementing the department's marketing plan - assist with inventory control of merchandise and literature - assembling literature packets and assisting with mailings - performing other duties as assigned by Manager of Preparedness - attend American Red Cross Orientation and department meetings	- organizational skills - interpersonal skills to include written and verbal communication skills - some experience with web-based graphic arts	Harrisburg
Marketing	6037	Marketing and Event Planning	Understanding of and interest in marketing and event planning; excellent computer skills including Word, Excel and Powerpoint. Some experience with or eye for graphic design is preferred. Ability to work well with a broad spectrum of internal and external customers. Experience with or ability to design marketing materials. Experience in event planning is strongly preferred.	Must be professional, detail-oriented, creative, possess excellent time management skills, and have excellent verbal and written communication skills. The ability to take ideas from conception to inception is paramount. Also, the ability to maintain confidential	Grantham
Marketing	7149	Marketing and Public Relations	interact with team members to learn aspects of nonprofit management, keep a log of daily assignments completed, participate in interactions w/ members of Gardens/Theatre/Museum, be involved in planning meetings for new museum (The Hershey Story), assist in writing and research for newsletters, learn aspects of planning special events, assist in volunteer scheduling/ recruitment/ training/ retention, research	JR or SR, interest in arts/ gardens/ museum/ nonprofit organizations, desire to work w/ public, excellent written and oral skills, ability to work independently, proficient computer skills	Hershey

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	1248	Marketing and Publicity	Develop and produce print advertising, write press releases, work with media, develop and coordinate season promotion and special events, develop and implement group tour programs, maintain and update Internet and intranet sites, develop and produce brochures; assist with guest satisfaction and marketing research surveys (Summer paid)		Hershey
Marketing	842	Marketing and Sales	Assist in producing ads and brochures, organize and assist with marketing meetings, marketing and sales reports	WP 5.1, comfortable with computers	Lancaster
Marketing	5555	Marketing and Sales	Intern will research and provide recommendations for marketing programs, develop newsletter, create email templates, assist with testing the functionality of NXTbooks		Lancaster
Marketing	390	Marketing Assistant	Local commercial, industrial, office market research involving telephone canvassing, courthouse and internet; updating market report, property files, and mailing lists; compiling property information, i.e. demographics, zoning, utilities, etc.; general assistance with marketing/promoting properties. Current focus on Cumberland County area. Locations in Harrisburg, York, Lancaster, and Chambersburg.	Real estate license preferred. Excellent training program offered.	Lemoyne
Marketing	5866	Marketing Assistant	Intern will compile monthly program information for release to media, design library posters, rotate out upstairs program boards; use template format to layout monthly newsletter.	Minimal html experience, excellent written and verbal communication skills as well as good design sense, excellent organizational skills, detail oriented, ability to self manage and meet deadlines.	Camp Hill
Marketing	6725	Marketing Assistant	Liberty Tax Service is a pioneer in gorilla marketing, ranging from business to business relations, coupon distribution, low cost media exposure etc. Intern will aid in marketing strategies and implementation.	No experience is required.	Mechanicsburg
Marketing	6896	Marketing Associate	Help with marketing Doug's radio show program on 960 WHYL (Life and Money Show), which airs live on Saturday mornings (10-11) as well as communicate to client base via building bulk email list, follow up letters, etc. Will work with Doug in using new media to cost effectively communicate with potential prospects. Tracking mechanisms will be used to see how to better communicate	Desire to apply knowledge in a real environment; to take charge on a number of issues without the fear of failure; knows how to identify and prioritize marketing opportunities.	Carlisle
Marketing	7282	Marketing Coordinator	Maintain and enhance our website to turn it into a serious marketing tool. Manage PPC marketing campaigns. Gather web metrics & make sense of them. Do follow-ups on responses to ads, trade shows, do other customer contact. Contact media regarding new product write-ups and advertising. Write promotional copy. Investigate feasibility of guerilla marketing campaign; plan and implement the effort if viable. Implement and manage a program of	Dreamweaver, internet marketing, web metrics, promotional writing, Google Adwords, .net, VB, HTML, JavaScript, guerilla marketing. Willingness to put extra effort into learning unfamiliar topics very helpful. Knowledge of K-12 educational market a plus	Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	7781	Marketing Intern	-Acquire general knowledge of Shipley Stores and Shipley Energy operations and marketing -Conduct market studies for four or five product lines utilizing both primary and secondary forms of marketing research -Develop and implement a marketing campaign to promote the Shipley Revolution Card -Utilize internet mediums such as Myspace, Youtube, and Blogs to promote Rev card -Develop and present a cross marketing strategy	-Cumulative GPA of 3.0 or higher -Committed to the values of integrity, caring relationships, responsibility, and pride -Completed 200 level or higher courses in marketing research and / or marketing management -Intermediate or advanced	York
Marketing	8005	Marketing Intern	The Lion Foundation Internship would be a hands-on experience for someone interested in learning about working in a non-profit organization. It would involve: organizing and motivating volunteers, fundraising, and marketing. Projects would include: the 1st annual golf outing fundraiser, recognition ceremonies, annual appeal fundraising mailing, data base updates, newsletters, and the Educational Improvement Tax Credit Program	Self-motivated student interested in public service and fundraising. Strong interpersonal and communication skills are necessary. Writing, marketing, computer skills required. Interest in public education funding and/or political and policy issues is	Camp Hill
Marketing	3156	Marketing Research	Assist in the research, development and distribution of feature stories, marketing and public relations efforts. The Heritage Center is dedicated to bringing the Army's story to life through various educational and research activities.	Familiarity with Microsoft Office Suite, computer graphic design	Carlisle
Marketing	217	Marketing Services	coordination of major station events, develop sales driven contests, write content for newsletters, Kids Club mail	good communication skills, detail oriented, computer training, desire to learn, ability to meet deadlines	York
Marketing	6441	Marketing/ Special Events	Marketing and Special Event Coordination prepare marketing materials for campaign - posters, ad's, etc. Work on special event - KidsCare Family Expo which benefits Zembo Hospital Children	Graphic design - use of powerpoint, Adobe photo shop, indesign, illustrator Event planning experience or interest in learning.	New Cumberland
Marketing	2264	Marketing/Advertising	Responsibilities include research, writing, developing presentations, coordination of internet marketing programs, assistance with advertising campaigns, interaction with clients, marketing database development and working with other marketing communication professionals such as public relations director and graphic artists to execute projects.	Students must be able to complete a minimum of 10 hours per week. Basic computer knowledge is required, radio spot and website writing and editing	Camp Hill
Marketing	2705	Marketing/Advertising	Work with creative agency team.		Camp Hill
Marketing	4058	Marketing/Event Planning	Assist with collateral distribution & inventory within Whitaker Center and Kunkel buildings. Assist with website updates, proof reading, photo acquisition, etc. Provide collateral production & advertising support and vendor liaison with sales representatives. Support promotion initiatives through research, development and on-site supervision. Assist with publicity to include weekly and monthly distribution of Whitaker Center materials/events	Major in Education or Communications Must have own transportation Strong inter-personal/organizational skills Good penmanship/writing skills	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	5524	Marketing/Finance	Job includes: administrative, phone calling, training, marketing projects		Chambersburg
Marketing	717	Marketing/Interior Design	Learn how to start and grow a small business; marketing and advertising; project development; customer relations; and time management.		Camp Hill
Marketing	5948	Marketing/Promotions	Creating databases and mailing lists, researching marketing strategies, writing/distributing press releases, designing promotional pieces, proofreading, photographing events, tracking marketing programs	Ability to work with LOTUS 1 -2-3, MS Word, and LOTUS Organizer	Hershey
Marketing	6905	Marketing/Trade Relations	Assist trade relations coordinator in setting up and executing trade and industry shows. Assist in review of trade show results. Work with other departments in coordinating events. May sit in on taste panels. May assist other marketing associates in consumer events. May require some travel. □	Working knowledge of Microsoft Office programs.	Conestoga
Marketing	3896	Product Marketing	Students will work on marketing teams performing marketing analysis, competitive analysis, and cost analysis within our industry. Students will be involved in developing various presentations and materials to be used by our sales team.		Middletown
Marketing	3690	Promotion/Marketing - Traffic	Set-up of events, live broadcasts, and other station activities while working closely with engineering, sales, programming, talents, and station clients that might be involved with particular events. Learn how to operate today's state-of-the-art broadcast and public address equipment. Update and maintain the station's websites. Plan and implement everyday contests and activities.	Driven personality and dedicated to winning, hardworking, work well with others, good verbal and written communication, team player, detail oriented, ability to learn, creative, ability to multi-task. Radio experience preferred; experience and schooling in	Harrisburg
Marketing	5107	Public Relations	Attend client meetings, create event plans, strategic marketing plans, work on events and other opportunities as available. Intern will work on client projects, ranging from the City of York special events, to non-profit marketing plans to media relations for for-profit clients.	Good writing and communication skills, creativity, ability to be a team player and operate under pressure.	York
Marketing	5588	Public Relations	Assist the PR manager in contacting various forms of media for special events, escorting media in the Park, preparing press releases, and assisting in the organization and execution of special events; setting up phone interviews for talent appearing in the Amphitheatre; Overseeing the Summer Fun Reading Challenge program.	Must have previous experience writing press releases; previous IBM computer experience preferred;	Hershey

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	7989	Public Relations/Marketing	Support person with key responsibilities surrounding the implementation of PR plans for sports and entertainment events. Includes creation and maintenance of media outlet list databases, research, writing, social media outreach and direct contact with traditional media. Intern must be self-motivated to fit in as a focused operative and a team player. Management makes significant effort to providing challenging tasks in addition to	Communications or marketing major desired. Organizational and follow-through skills needed along with Microsoft Word, Excel, Outlook, et al.	Berwyn
Marketing	7738	Publications and Marketing	Projects shall include, but are not limited to: Media tracking, Marketing research, designing collateral for upcoming programs and events, drafting press releases, researching and drafting features for quarterly publications, editing, creating media lists, and much more!	Excellent communication and writing skills, intermediate to advanced design skills, and creative. Strong familiarity with Adobe Photoshop and InDesign, as well as QuarkXPress needed. Ability to work professionally with staff and volunteers, and should have a high attention	York
Marketing	5285	Real Estate Development	Founded more than 40 years ago, DP Partners is one of the largest industrial real estate development and property management companies in the nation.		Harrisburg
Marketing	946	Sales	Take orders, conduct inventory, work with store managers, do promotional activities, etc.		Mechanicsburg
Marketing	5808	Sales	Help the Sales Dept. generate the station's operating revenue through the sale of commercial time to local, regional and national advertisers.	strong mathematics, business skills, and good "people" skills	York
Marketing	6686	Sales	Selling industrial & construction supplies business to business - Conducting cold calls with manufacturing, maintenance, construction, job sites & other industrial accounts - Maintaining & growing the existing customer base - Managing account collections for assigned accounts	Entry level positions Assertive, honest, aggressive, loyal, hard-working, intelligent, motivated, good communicating skills, desire to succeed.	Chambersburg
Marketing	7683	Sales	Sales associate will drive company revenue by contacting prospects, and developing and managing client relationships through frequent contact and in person meetings. Junior or senior level students preferred and previous experience a plus.	Skills: -Creative, resourceful, innovative, and productive. -Capability to work in both a team environment and alone with minimal supervision. -Excellent oral and written communication skills -Self starter, positive thinker, goal-oriented and career	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	7504	Sales / Marketing	<ul style="list-style-type: none"> •Assists with data entry of names and addresses of stakeholders into the MASTER database •Assists with the creation of title information sheets to help promote books •Assists with the creation and posting of announcements for each publication •Assists with contributor author mailings/e-mailings •Assists with review requests and mailings •Assists with a variety of public relations 		Hershey
Marketing	7355	Sales & Marketing	<p>Purpose: To provide inside sales support to the American Red Cross Health & Safety Department and responsible for selling workplace training and products to local companies</p> <p>Contact and schedule clients for recertification classes. Generate leads for the Health and Safety Director on new companies interested in health and safety training by researching target markets and obtaining the appropriate company contact information. Working with the Health and Safety</p>	<p>Applicable major including: Marketing, management, communication arts.</p> <p>Attention to detail and ability to organize efficiently. Good verbal and written communication skills. Good Computer skills. Ability to maintain confidentiality at all times. Self-motivated; willing</p>	Carlisle
Marketing	3403	Sales/Marketing	<p>Employ sales, marketing, management, customer service and public relations skills by participating in the following:</p> <p>Assist the Marketing Director with organizing special events - Health and Fitness, Bridal Shows, National model searches and fashion shows. Assist in selling booth spaces, advertising and tracking responses to determine whether the campaign was profitable.</p> <p>Participate and learn the day-to-day activities of</p>	<p>Office skills pertinent to successful management may include: PC Knowledge of Microsoft Programs such as Word, Access, and Excel. Also, general office equipment such as fax machine, copier and multiple line telephones.</p>	Harrisburg
Marketing	5082	Sales/Marketing	<p>Modify Janis Tech marketing plan; Generate leads; Work leads - phone and in-person; Set up appointments.</p>	<p>Sales experience preferred. Must be very well organized; Experience with Outlook, Word, Excel required.</p>	Camp Hill
Marketing	5871	Sales/Marketing	<p>Research, promote and sell through direct customer contact via phone and/or email correspondence; be involved in both pre-sale and post-sale support and will be responsible for identifying, contracting, corresponding, and following up with sales leads and customers. Will gain insight into the workings of a publisher from research, to sale, through layout of print of various publications</p>	<p>Business or marketing background, strong communication proficiency, and ability to multi-task are essential.</p>	Columbia
Marketing	7542	Software Development	<p>1) Code and unit test programs that comply with detailed specifications and coding standards. 2) Write and Create technical system documents such as conditional and detailed design, do specifications, test plans and use cases to name a few. 3) Participate in testing efforts including unit testing, system testing and user acceptance testing by creating and executing test plants. 4) Create and modify stored procedures, triggers, and functions as well as query, extract and</p>	<p>1) Prior work experience in any industry prior to college or during college. 2) College major in computer science or related 4 year degree. 3) 3.0 or higher GPA. 4) Graduating in 2009 or 2010 (2 openings for jr/sr, 1 for sophomore) 5) Ability to work a minimum of 20 hours per week. 6)</p>	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Marketing	5245	Special Events	<ul style="list-style-type: none"> - assist the FC Foundation staff in the planning, implementation and evaluation of assigned events - help with Great Strides fund raising walks - develop positive interaction with volunteers, donors, and sponsors 	<ul style="list-style-type: none"> - strong interpersonal skills, verbal and written - working knowledge of Microsoft Office, Word, and Excel - ability to handle multiple tasks - ability to stay organized, and ensure timely and accurate work 	Harrisburg
Marketing	6743	Tourism / Marketing	<p>1) Help with special event logistics, car shows and other community festivals. 2) Work with various outside printers to manage and coordinate printing materials, to include development and follow through of at least 2 FRP's/quotes, negotiating costs, proof reading, circulating documents for internal approval and dissemination of completed materials to appropriate parties. 3) Assist Communications Coordinator with production and distribution of</p>		Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Mathematics / MASC					
Mathematics	4864	Accounting	The Accounting Intern position is trainee level work in tax auditing under a structured six month paid internship program. The program runs from July through December each year. Interns assist Revenue Field Auditors in verifying that all tax legally due the Commonwealth was reported. Duties include on-site pre- and post-audit conferences, analysis of taxpayer records, selection of test samples, calculation of tax deficiency, preparation of schedules, worksheets	Full-time student in a Bachelor's degree program with 75 credits completed, Fifteen credits or five courses in accounting, which included or were supplemented by three credits or one course in basic information technology, Pennsylvania residency	Harrisburg
Mathematics	5229	Biostatistics	Intern will assist the Biostatistics & Health Outcomes team: SAS Programming , data analysis, and data cleaning; Assist with analysis plans and specifications; Collaborate with Biostatistics & Health Outcomes team to analyze data for therapeutic areas; Conduct quality checks in SAS programs and clinical database.	Working knowledge of elementary statistical concepts and techniques; Experience in or exposure to SAS programming; Ability to work on multiple tasks simultaneously and meet project deadlines; Ability to interact confidently with members of clinical scientific	Harrisburg
Mathematics	6396	Data Manager	<ul style="list-style-type: none"> - assist the data management staff in research projects - assist in developing data collection forms - design, test and maintain data management systems, - create and test validation error checks that identify missing, illogical, or inconsistent data - tasks include resolving problem data, monitoring data quality, performing data audits, maintaining current website postings, and 	<ul style="list-style-type: none"> - posses effective interpersonal and communication skills and logical thinking/problem solving skills - familiarity with a statistical and/or database programming package is highly desirable 	Hershey
Mathematics	1110	Data Manager Assistant	Assist in developing data collection forms, designing, testing and maintaining data systems.	Effective interpersonal and communication skills and logical thinking/problem solving skills. Familiarty with databases preferred.	Hershey
Mathematics	1066	Logistics	Use of SAS	Would prefer someone who could stay at least 6 months. SAS programming language	Mechanicsburg
Mathematics	5030	Pricing	Responsibilities include running/designing pricing reports, recognizing exceptions, drilling in on underlying data, iterating back through process with direction, and participating in the design of additional pricing measures that help to capture trends in the market.	A successful candidate will have some experience with quantitative business analysis or mathematics and good basic statistics exposure, excellent computer skills (preferably Excel, Access, Minitab and SAS or equivalent), a critical eye for detail and excellent	Lancaster

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Mathematics	6395	Statistical Analyst	<ul style="list-style-type: none"> - will work closely with biostatisticians on a variety of biomedical research projects - guided by biostatistician, intern will meet with epidemiologists, project coordinators, and biomedical investigators in the design and analysis of research projects - be responsible for editing and finalizing research databases - perform data quality checks - perform descriptive and inferential statistical 	<ul style="list-style-type: none"> -familiar with statistical programming software such as SAS or S-Plus - excellent analytical/problem solving skills - attentive to details - effective organizer with ability to prioritize 	Hershey
Mathematics	5952	Statistics	Assist project manager with monthly statistics Violence Intervention and Prevention Statistical Assistant		Harrisburg
Mathematics	594	Statistics-Actuarial	Assist with a variety of actuarial projects.	Math or Statistics major. Interested in career as an actuary.	Harrisburg
Mathematics	456	Statistics/Data Analysis	Assist statisticians in the analysis of biomedical research data by participating in development of research databases, performing descriptive & analytical statistical procedures	Strong background in statistics, mature, able to work independently, enjoys interacting with others	Hershey
Mathematics	200	Statistics/Data Analysis	Updating stats; data analysis; research educational materials; work on various projects related to health care administration.		Camp Hill

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Music / MUSI					
Music	5537	Adult Education / Music	Motivated, gifted individual to help Worship and Arts Pastor continue to grow thriving music program (with Children, but room for involvement in several areas based on applicant's gifts and aspirations).	Musically Inclined, gifted with children, motivated	Mechanicsburg
Music	5842	Art Management	<ul style="list-style-type: none"> - backstage, at our Production Center, on stage, and in the business office - paint sets at our Production Center - move these sets from the Production Center to Whitaker Center - assist us with re-assembling these same sets once they are at Whitaker Center - assist with mailings, with data entry, with filing and other office work 		Harrisburg
Music	2466	Arts Management	Sample list of responsibilities (tailored to interest and skills): order processing, writing press releases and other promotional materials, artist hospitality, researching and writing program notes, box office, and general office support.	Good interpersonal, writing research and design skills. Ability to learn quickly and apply existing knowledge and experience to new situations is valued;	Elizabethtown
Music	2602	Music & Community Education	Projects negotiated to meet needs of both HSO and interests/skills of intern. Rachel Albert is the Music Education Manager. Community education involves the extern/intern going to classrooms and educating the students about the Symphony. May include research, telemarketing, brochure distribution, advertising, promotion, volunteer coordination, mailings, concert production, etc.	A willingness to learn. Word and WordPerfect skills helpful.	Harrisburg
Music	8009	Worship Leader	We are a new church plant (part of the Bible Fellowship Church denomination) in the Gettysburg area. Our worship services can best be described as a blended style. We enjoy the older hymns and spoken liturgies as well as the more contemporary songs and expressions of worship. We are looking for someone who will be responsible to the pastor in planning out and leading our people in God-ward worship.	Capable of playing an instrument suitable for leading worship. Able to read/play modern chord charts. Ability to read printed music a plus but not necessary as we have a pianist able to do so.	Gettysburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Nursing / NURS					
Nursing					
5796		Nursing	Operate 8-10 weeks of summer camp for youth and families. Summer staff helps to oversee all aspects of the operation.	Applicants must be mature Christians who love serving others in a camp setting.	Halifax

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Nutrition & Dietetics /				
Nutrition & Dietetics 7435	Clinical Nutrition Assistant	Rotation in different areas of nutrition care: diabetic, pediatric, etc. Helpful to have had Medical and Nutrition Therapy 1 & 2	Inquisitive, take initiative, self-directed, positive, flexible.	Hershey
Nutrition & Dietetics 1485	Dietetics	The student will observe diabetic education classes, general nutrition counseling and the prenatal clinic. The intern will have the opportunity to develop an understanding of general nutrition and nutrition counseling principles.		Carlisle
Nutrition & Dietetics 7385	Nutrition - Summer 2009	Applicants should be able to work with the team in monitoring & developing scientific protocols & record keeping; revise nutrition information on website and populate a new site for health professionals; write & prepare newsletter; help develop database of health professionals & dietitians for newsletter distribution; help organize Advisory Board meeting	Strong knowledge of nutrition science; knowledge of polyphenolic or phytochemicals a plus; educational background in experimental design; strong writing & presentation skills; experience w/ website development a plus; junior status or above	Hershey
Nutrition & Dietetics 7053	Nutrition Assistant to Food	Establish venues for publicity for the Food Service procedures, and develop appetizing, nutritious, and cost-effective recipes and menus		Mechanicsburg
Nutrition & Dietetics 6904	Research and Development R&D	Will interface with plant production on daily activities. Will work with other production and R&D associates in setting production schedules. Will take part in taste panels. Will work with R&D techs on day to day issues in order to develop new products. Will enter data results into computer system and will assist in analyzing results. Will assist in conducting the vendor quality	Working knowledge of Word, Excel, and Access. □	Conestoga
Nutrition & Dietetics 5503	Volunteer Exercise Instructor	Assess needs of lunch staff and help develop a low cost weight management/exercise program that meets their needs.		Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Politics / POLI					
Politics	5936	Clerk of Court	Assist in daily jury activities involving interaction with the public, attorneys, staff, and prospective jurors; observe and assist with jury selection procedures in the courtroom.		Harrisburg
Politics	7129	Constituent Services	Intern will mentor with experienced caseworkers and after appropriate training will perform limited casework duties under supervision. Intern will assist staff in responding to constituent opinion calls. Related work as required.	Some knowledge of federal government programs and agencies. The ability to communicate effectively with constituents.	Harrisburg
Politics	2021	Demographic Research	Conduct research and post data for www.pennsylvaniaprosperty.org	Web skills helpful, good writing skills, interest in politics.	Harrisburg
Politics	6002	Felony Waiver Unit	Observing trials, filing depositions, computer input regarding case info and case law Most students are assigned to one unit for the duration of the internship as determined by the current needs of the Office. Occasionally these needs may require a student to split time between units. Each student will have unique experiences and duties based upon unit assignment. Some students will closely assist	Above all interns must have a strong sense of integrity and hard work. We are looking to create an intern staff that is self-motivated and has some experience working with people. Also, the ideal person is ambitious, mature, personable, and flexible.	Philadelphia
Politics	467	Government Affairs	Help organize and mobilize the membership base of this 25,000 member statewide organization which focuses on small business; and assist with lobbying activities.	Basic understanding of political and legislative process; well organized; work with minimal supervision; good communications skills.	Harrisburg
Politics	6955	Government Affairs	We are seeking energetic and proficient interns in the Harrisburg office of Energy Resources Group. An internship at Energy Resources Group will provide valuable experience to students as they prepare for their professional careers. Interns have the opportunity to work with and assist all members of the staff, including research, legislative, administrative, outreach and marketing.	- Junior/ Senior - Positive attitude - Work in a team environment and the ability to effectively handle a number of tasks at once -Excellent written, oral communications and research skills	Harrisburg
Politics	3664	Government Relations	The intern will report to HPA's CEO Robert Philbin and Lobbyist Linda Rhinehart as liaison and support to the House Republican Caucus. Students will work at the capitol, under Hershey Philbin Associates' guidance. Students interested in the areas of Public Relations/Government Relations with a specific interest in legislature.	Majors suited for this position include Public Administration and Political Science; however, other related majors may be accepted.	Camp Hill
Politics	391	Government Relations/Research	Become familiar with relevant bills, attend hearings, meet legislators. Analyzing bills, developing background materials on issues and tracking legislation. Developing fact sheets, study materials and public policy issues. Handle requests for information from citizens.	Prefer junior/senior.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Politics	3126	Governmental and Member	Work in areas related to school funding, grassroots advocacy and action, bill tracking . Attend House and Senate committee hearings/meetings. Contribute to research and writing efforts.	Minimum GPA 2.7; proficient communication skills; knowledge of Microsoft Office 97 or comparable software.	Mechanicsburg
Politics	7535	Grant Writing	Input data into a prescribed format for project grants being submitted by the American Red Cross; Attend information seminars on grant writing; Assist the project leaders in researching supportive data; Check figures in grant budgets for accuracy and compliance; Proofread documents before submitting.	Ability to utilize project management skills to plan and implement assigned projects; Attention to detail and ability to organize efficiently; Good verbal and written communication skills; Good computer skills; Access to computer and internet service; Self-motivated; willing	Carlisle
Politics	2746	Investigative - Public Welfare	Investigate welfare fraud & conduct collection activities for programs administered by the Dept. of Public Welfare. Combat fraud, waste, misconduct, & abuse in the programs, operations, and contracts of executive agencies under the Governor's jurisdiction.		Harrisburg
Politics	5937	Law	Office courier to Capitol Hill, attend legislative/regulatory hearings, track legislation, Ad hoc research projects, office support	Excellent written and oral communication skills, multi-tasking ability, ability to complete assignments in a professional manner	Harrisburg
Politics	1558	Legal	The intern will work with other legal interns (ie: at law school level) and with Judge Oler in becoming familiar with courtroom procedures, both civil and criminal; conducting legal research in the courthouse law library and through the Internet.		Carlisle
Politics	1567	Legal	The intern would be involved in legal research, client contacts and projects deemed necessary for use of the Public Defender's Office. Political Science, History, Psychology, American Studies, and English majors are preferred. If interested, contact the		Carlisle
Politics	514	Legislative	Assist Dir. of Gov't Affairs in the administration of the association's government affairs program.	Interest in gov't.; reliable with good writing skills.	Lemoyne
Politics	534	Legislative	Analyze members and work of the state legislature; perform extensive research; assist with white papers on various issues; analyze PAC records. Summer position paid.	Good research and writing skills.	Harrisburg
Politics	791	Legislative	Answer phones, correspondence, perform various constituent services, casework, and administrative functions. Travel with Senator when in central Pennsylvania.	WordPerfect, outgoing, patient.	Harrisburg
Politics	5556	Legislative/Administrative	Intern will: write general correspondences, coordinate office initiatives, answer phone calls, attend special events and staff meetings, work at front desk in Main Office	strong writing and communication skills, interest in the political process	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Politics	459	Municipal Government	Work closely with township manager on specific assignments including budgetary policy, land use planning, cost analysis and other research work.	Prefer senior; interest in statistical analysis helpful; word processing; data entry	Elizabethtown
Politics	804	Operations	Research court records to assist counsel, agencies, and the public; assist courtroom deputies with hearings and trials.		Harrisburg
Politics	339	Paralegal	Check with Dr. Dean Curry to coordinate before contacting site. Assist attorneys with general issues.	- interest in the law	Carlisle
Politics	5677	Policy	Intern will work with public policy institute on analyzing proposed legislation, assisting with research and writing on policy issues, attending meeting/hearings and coordinating special events.	Strong writing skills, interest in public policy; commitment to limited government; familiar with state government/politics; understand research methods	Harrisburg
Politics	5940	Policy	Assist in production of 2006 Voter's Guides, weekly radio shows and video projects, press releases, writing and reporting for publications		Harrisburg
Politics	5907	Policy- Conservationist	Provide framework for understanding state policy mechanisms, assisting regional director in designing intervention programs to improve trail policies and programs	Research-oriented	Camp Hill
Politics	4809	Political Research	15-25 hrs/wk, parking provided Assisting in the interpretation and analysis of survey results, drafting surveys based on clients' specifications, preparation of polling reports, administrative support, reviewing polling data for accuracy, conducting phone surveys	Interest in government, history, and politics; Strong communication, writing, and organizational skills An eye for detail	Harrisburg
Politics	7578	Political Research	Assisting in the interpretation and analysis of survey results, drafting surveys based on clients specifications, preparations of polling reports, administrative support, reviewing polling data for accuracy, and political research on election trends and candidates for public office.	Interest in government, history, and politics. A major in political science is encouraged, but not required. Strong communication, writing, and organizational skills. Also, an eye for detail.	Harrisburg
Politics	7736	Political Research	Assisting in the interpretation and analysis of survey results, drafting surveys based on clients specifications, preparations of polling reports, administrative support, reviewing polling data for accuracy, and political research on election trends and candidates for public office.	Interest in government, history, and politics. A major in political science is encouraged, but not required. Strong communication, writing, and organizational skills. Also, an eye for detail.	Harrisburg
Politics	601	Political Science	Gain a broad scope of knowledge in political campaigns, grassroots politics, and state and county party organizations. Duties include: Constituent and Legislative Liaison - work closely with the Political Director to ensure positive relationships with constituents, RSC Leadership and the legislature; Communications - set up press conferences, maintain open lines of communication with the RSC leadership, compile press clippings by reviewing various state	Team-player	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Politics	3217	Political Science	Attend hearings, committee meetings and Legislative Session; draft bill analyses; work on constituent services; maintain a daily log; develop, research, and defend an original piece of legislation on a topic of choice; write a paper on an aspect of the legislative process. Weekly workshops designed for the interns.	Must be second semester junior or senior attending a PA college; good academic standing (GPA 3.0) Strong writing skills and considerable research experience. All academic majors are welcome.	Harrisburg
Politics	5001	Political Science	Work on research, policy development, and lobbying activities in the areas of Lobbyist Disclosure, Campaign Finance Reform, Elections, Freedom of Information, Redistricting and the operating rules of the General Assembly. In some cases, special projects can be developed in a non-issue area, such as communications, membership development, fundraising, field organizing, or public relations.	Must be able to work with minimal supervision	Harrisburg
Politics	5575	Political Science	Responsibilities will involve daily workings of federal, state and local political campaigns, and will work one-on-one with a specific Republican State Committee employee.	highly motivated, ambitious, computer proficiency beneficial	Harrisburg
Politics	3909	Politics	Students are given the opportunity to observe committees, the House and the Senate, and other government agencies in action, if interning in Washington, D.C. Students who are interning in the 19th District will provide constituent service.	Interns are selected based on academic performance, extracurricular activities, and a sincere interest in government. Computer and office skills are also a requirement for selection. The selection of interns is made on a non-partisan basis.	Carlisle
Politics	3995	Politics	Assist the Speaker of the House with special projects, including citation writing, letters and other communication writing. Assist with foreign delegations and protocol; administer public relations programs for the Speaker.	Excellent written and oral communication. Experience with MSWord, Excel, and Microsoft Publisher. Will also accept English majors.	Harrisburg
Politics	4820	Politics	Attend hearings, committee meetings, and press conferences; writing articles or reports; summarizing legislation and assisting in the maintenance of the website; general office duties.	Interest in politics and/or the political process, excellent writing skills, familiarity with computer programs such as Adobe and the Microsoft suite.	Harrisburg
Politics	7050	Politics	Project management, research and analytical skills, planning and communication skills. Creating and maintaining a list of government positions that meet the definition of "public official" or "executive level public employee." Contacting governmental bodies and doing independent research. Arrange placement of completed lists on various web and printed sources.	interpersonal, analytical and writing skills, some knowledge of local governments, self-reliance and self-motivation, determination to gather all necessary information for completion of project.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Politics	644	Politics / Government	Assigned to a political campaign.	Basic understanding of political process; strong communication and writing skills, research potential. Familiar with computer and/or typing skills.	Harrisburg
Politics	2077	Pre-Law	The intern will be assigned to case research projects and will also observe court hearings and trial proceedings. The intern will also be exposed to various law office functions. Many majors will be considered. The student must be willing to take an ac		Carlisle
Politics	686	Project Assistant	Housing Law Project: track legislation; collect data for special projects; assist with regional & state meetings of legal services attorneys; write reports; assist with information mailings; assist with regional & state meetings of legal services attorneys. Community Development: work with community groups on proposals, budgets and documents; attend meetings	Interest in poverty/housing issues. Computer literate	Harrisburg
Politics	581	Project Assistant	Monitor legislation, do research, write, and work on special projects and publications. Involved in communication to news media, government, and citizens/families. Voting record research, working with a candidate database, and issue research.	Minimum 25 hrs/wk; be organized and self-motivated; able to work without constant supervision; experience in computer data entry and use of Microsoft Office programs (especially Word and Access) is a plus; share some knowledge and passion about the Institute's	Harrisburg
Politics	4819	Public & Government Affairs	Assist in the planning and marketing of the Legislative Day in Harrisburg, statewide candlelight vigils and other National Alzheimer Awareness Month (November) events. Develop and distribute media materials including press kits, PSA's, press releases, etc for National Alzheimer's Awareness month. Attend meetings/appointments as scheduled. Monitor legislation and current affairs. Research issues and assist in the creation of a position	A genuine interest in public affairs and government relations. Strong research, writing, editing and proofreading skills. Computer literacy, particularly Microsoft Office products. A willingness to learn and the ability to multi-task	Harrisburg
Politics	1542	Public Administration	Areas of interest include public administration, government, public affairs, insurance/risk management, communications, public relations, and business administration. Potential projects include compiling an Insurance Programs Procedural Manual, a Claims Manual Upgrade, a Prison Risk Management Guide, a Vehicle Risk Management Guide, or an Inventory Data Conversion. The intern is welcome to participate in conferences, workshops, and staff meetings	Someone who writes well, is able to work independently, is organized, and who wants to learn more about county government.	Harrisburg
Politics	244	Public Policy	Conduct issue or legislative research, attend briefings and meetings, write policy reports and summaries, assist policy analysts in the preparation of policy briefings, and perform other tasks as assigned.		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Politics	3423	Public Policy	Semester Interns: assist with research and writing about current education policy issues, attend legislative hearings conferences, and other Harrisburg-based meetings and events, provide logistical support. Open to all majors. Summer Interns: above activities, projects concerning Teacher Quality and Supply, Low Performing Schools, School Finance, and a public engagement effort directed at legislative and gubernatorial candidates. Open to all majors.	Desired Majors: Government, Education, English Strong writing skills	Harrisburg
Politics	4835	Public Policy	Applicants should have a major in Public Policy, Finance, or Information Technology, strong computer and administrative skills, and writing and researching abilities. We ask that all interested candidates send a cover letter introducing themselves and explaining how an internship at Treasury would benefit their educational and professional aspirations.		Harrisburg
Politics	5269	Public Policy Representative	Track & analyze legislation; compile reports on legislative activities. Track & analyze industry activities & trends. Update the website on industry activity. Assist in scheduling legislative visits in Harrisburg & Washington, DC. Assist in organizational events including the annual Cable Academy (April), Legislative Day (June) & Lobbying Days in Washington. Assist in preparing presentations for different internal &	Excellent verbal and writing skills. Sense of humor. Ability to use computer for word processing. Ability to appropriately handle sensitive organizational and legislative information.	Harrisburg
Politics	2806	Research	Assist LORL Research Analysts in a variety of activities, including research, bill analysis, interpretation of data, etc.; serve as research assistants to LORL's University Visiting Scholars; observe and work with state employees in the legislative, executive, and judicial branches; attend LORL staff meetings, legislative floor sessions, and hearings; help organize and attend LORL policy workshops and conferences; participate with the LORL staff on intermediate	Be adept at communications; ability to interact effectively with persons from wide-ranging backgrounds and political persuasions; working knowledge of the PA legislative process. Capacity to maintain confidentiality and work in a non-partisan environment. Must	Harrisburg
Politics	7790	Research Assistant	Conducting economic analysis, political analysis and experiencing government first hand.		Harrisburg
Politics	6759	Statewide Legislative and	Research freshman and incumbent legislators and create individual legislative profiles for each member. Create a district analysis for each legislative district in the state (Twenty-seven county region) Create electronic archive of all legislative files, information and research. Maintain up to date legislative voting records and contact information for all members of the PA General Assembly.	Work in our office at least 6 -8 hours per week (this may be divided into more than one day) (Interns must provide own transportation to the office). Support the goals and mission of Planned Parenthood, which includes supporting pro-choice laws and policies	Harrisburg
Politics	5129	Urban Planning	Intern's tasks will include: photodocumentation of each property in City of Harrisburg, collate demographic information for planning areas, update tax information, research and collation of data into database		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Psychology / PSYC					
Psychology	432	Activities	Hand on experience with geriatric clientele at various levels of functioning as well as required documentation. Interdisciplinary approach.	People skills; previous volunteer work a plus; strong desire to work with geriatric people.	Mechanicsburg
Psychology	6505	Adolescent Day Treatment	An alternative to residential treatment for youth ages 9 to 15.	Must Submit: Completed application for employment including three references; resume; Child Abuse and State Police (ACT 33) clearances (if providing care to children under 18); copy of sponsoring school's field experience contract or requirements to be fulfilled by	Lancaster
Psychology	4095	Adolescent Intervention	A faith-based organization that works with male youth, ages 16-20, who find themselves no longer supported by traditional community measures. Provides hope and support for the large at-risk youth population living in one of the poorest neighborhoods in Harrisburg. Mentoring services include: educational support, job searching skills, GED certificate training, tutoring, counseling, goal setting, creating and implementing budgets, establishing checking and		Harrisburg
Psychology	1093	Adolescent Psych Partial	Internships available in Adults and Geriatrics. MUST HAVE ALL BELOW SETTLED BEFORE LEAVING FOR SUMMER OR C-MAS BREAK!! Need Clearances (child abuse, criminal record file, proof of liability insurance, fill out application, physical needed (form availability) and ppd required -TB test, and photo copy of license)	Can take two per semester-if you plan ahead! Interested in mature candidate that are fast learners. A course in abnormal or psychopathology is required.	Camp Hill
Psychology	433	Adult Day Care	Hands on experience with geriatric clientele as part of day program.	People skills; previous volunteer work a plus; strong desire to work with geriatric people.	Mechanicsburg
Psychology	3365	Adult Inpatient Programs	The intern would serve as a psychiatric assistant (assisting patients to process therapies and providing support of the treatment plan). As a church-owned facility, we offer the intern the opportunity to integrate Christian faith and psychology in the th		Mt. Gretna
Psychology	7872	At- Risk Youth - Program	Assist The Salvation Army measure effectiveness of summer programs for urban at-risk youth, ages 6-18, The Intern will follow full circle, what it takes to plan, implement and evaluate programs for at-risk youth. Intern Responsibilities: 1. Assist in creating assessment calendars for each outcome 2. Further developing and creating measurement	Computer skills, responsible, caring, patient, creative, passion for urban youth, attention to detail, team player, can work individually, resourceful, innovative, good listener, positive communication skills and wants to make a difference in our community	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Psychology	5188	Bilingual Counselor	Latino Drug & Alcohol rehabilitation. Be part of a dynamic bilingual, multiculturally competent Drug & Alcohol Inpatient program.	Social services, psychology, or related field. (CAC preferred). Act 33/34 clearances required.	Lancaster
Psychology	867	Child Life	Provide education, activity therapy, and diversions to pediatric department patients; assist patients and families as needed to adjust to hospitalization.	Experience working with children, familiarity with child development, ability to take initiative and work enthusiastically with children and families.	York
Psychology	5161	Child Psychology	- strongly suggested to students considering post-graduate studies in clinical psychology or social work	- very serious and responsible - coursework in Abnormal Psychology	Hershey
Psychology	230	Children's Prevention Assistant	Work w/children of substance abusing women, assess children, develop treatment plans & coordination of prevention groups. Works with parents / drug and alcohol education , parenting skills	Related major, basic knowledge of child development & drug & alcohol related issues. Motivated.	Harrisburg
Psychology	662	Children/Youth Counseling	Actively participate in group, psychoeducational group & team/clinical review meetings. Lead some therapeutic groups,etc.	at least 3 yrs. of undergraduate study in psychology or social work	Harrisburg
Psychology	5203	Corrections Counselor	Work in a small controlled correctional environment (35 bed halfway house) in downtown York. Provide both individual & group counseling to male state prisoners. Assist with casework referral services & some security operations.	Willingness to learn and work as part of a team.	York
Psychology	1090	Counseling	Shadow (sitting in on intakes); Listen (in office phone interventions); Process (reading write-ups and discussing cases); Doing intakes with support staff; Doing crisis intervention with staff present; Doing intakes with post review with staff	Independent though and quickly; high functioning; ability to shoot straight; OCD trait; outgoing, yet w/boundaries; writing skills are critical for charting	Camp Hill
Psychology	5468	Counseling	MHS is a K-12 private, residential school for students in financial and social need. Interns will be able to gain experience working in a home setting with students who are experiencing emotional or behavioral issues in home or school. Opportunities to assist in skills groups for el. ed. kids or assist individual students in class	Previous work with elementary age children strongly preferred. Experience in a school setting or with groups is also beneficial.	Hershey
Psychology	5725	Counseling	Supervise clients during meal times, free time, and recreational activities. Provide informal counseling/one-on-one discipleship as needed. Observe regular counseling sessions with Program Supervisor. Work with Program Supervisor to develop preliminary treatment plans.	No experience necessary. Intern MUST be male.	Harrisburg
Psychology	5793	Counseling	Operate 8-10 weeks of summer camp for youth and families. Summer staff helps to oversee all aspects of the operation.	Applicants must be mature Christians who love serving others in a camp setting.	Halifax

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Psychology	5923	Counseling	Provides confidential, comprehensive assessment, intervention and treatment for individuals in all phases of life, pre-school through senior years, who are experiencing a variety of mental health concerns.		Harrisburg
Psychology	7397	Counseling	Various internships in school based programs, partial hospitalization, autism program and social rehab and behavioral health.		Hanover
Psychology	7493	Counseling	MHS is a K-12 private, residential school for students in financial and social need. Interns will be able to gain experience working in a home setting with students who are experiencing emotional or behavioral issues in home or school. Opportunities to assist in skills groups for el. ed. kids or assist individual students in class	Previous work with elementary age children strongly preferred. Experience in a school setting or with groups is also beneficial.	Hershey
Psychology	7633	Counseling	T.W. Ponessa has a formal internship for bachelors, master's, and doctoral level psychology and social work interns. This is a protected educational experience with ample supervision. There are opportunities in outpatient and BHRS services. Specialized group therapy may be available for time limited topics.		Lancaster
Psychology	7668	Counseling	Provide comprehensive psychiatric care, treatment, and education to emotionally and behaviorally troubled children and their families. Hoffman Homes uses creative therapies (pet, horticulture, therapeutic horsemanship, recreation, and art) as alternative methods of building healthy and emotional connections.		Littlestown
Psychology	5373	Counseling-Children	Interns would be part of school-based therapy program; observe and interact with therapists serving in full time emotional support classrooms in local school districts. Interns also gain hands on experience in providing group and individual therapy to identified clients.		Harrisburg
Psychology	3741	Criminal Justice	Learn intake process for new residents and complete orientation sessions. Counsel residents to assist them in making the transition from a structured, supervised environment to a less structured, community-based center. Manage a small caseload under the supervision of a Corrections Counselor.		Harrisburg
Psychology	876	Crisis Intervention/Support	To assist the Violence Intervention and Prevention Program in providing services to victims of domestic violence and sexual assault. Activities will be developed in response to the program's needs; the intern's skills and experience; credit requirements; and at the discretion of the college or university intern advisor.	A 60 hour certification training on Domestic Violence and Sexual Assault must be completed in the semester prior to the internship. The internship duration is one semester minimum.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Psychology	5712	Crisis Intervention/Support	To assist the Violence Intervention and Prevention Program in providing services to victims of domestic violence and sexual assault. Activities will be developed in response to the program's needs; the intern's skills and experience; credit requirements; and at the discretion of the college or university intern advisor.	A 60 hour certification training on Domestic Violence and Sexual Assault must be completed in the semester prior to the internship. The internship duration is one semester minimum.	Harrisburg
Psychology	5734	Family Conferencing	Program where children and adolescents, referred by DC Children & Youth, Juvenile Probation, MH/MR and or D & A, meet with their family, relatives, and support people to create an individualized behavior plan that includes follow-up plans for the designed behavior modification plan--youth is still living in community during this process		Harrisburg
Psychology	1737	Grief/Bereavement	The hospice movement works with terminally ill patients and their families. Intern would have patient/family contact, attending provider team meetings and visiting homes with social workers, following through on patient care and bereavement services.		Enola
Psychology	941	Guidance	Assist 6th/8th grade counselor in various duties depending upon intern's interest, skills and time availability: 1) help organize career day; possibly assist in some small group work with students. In the spring, the focus is more with at-risk students and course selection advising.	Willingness to learn and work on projects in tandem with counselor in a positive, professional manner.	Dillsburg
Psychology	5023	Houseparent/ Mentor	A faith-based organization that works with male youth, ages 16-20, who find themselves no longer supported by traditional community measures. Provides hope and support for the large at-risk youth population living in one of the poorest neighborhoods in Harrisburg. Mentoring services include: educational support, job searching skills, GED certificate training, tutoring, counseling, goal setting, creating and implementing budgets, establishing checking and	Relational skill, self-motivated	Harrisburg
Psychology	7175	Immigrant & Refugee work	Our organization is led and managed by local immigrant and refugee women from diverse backgrounds. As such, PAIRWN is a collaborative project for self-empowerment between these women, their families and friends, and the broader immigrant and refugee communities of Pennsylvania. Our work is truly interdisciplinary, blending the fields of immigrant and refugee issues, women's issues, government and public policy, foreign languages and		Enola

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Psychology	2958	In-Home Behavioral Aide	Student will serve as a behavior aide in home for 10-year-old boy diagnosed with high-functioning form of autism. Help to support and teach child appropriate social skills, impulse control, problem solving and organizational skills. Provide supervision concurrently to 12-year-old brother. Work with mother to establish routine, structure and activities for both boys. Provide transportation for boys as needed to enable them to participate in community based activities. i.e.	Student who enjoys middle-school age boys with combined interests in sports, computers, reading, animals. Must have own car, non-smoker.	Enola
Psychology	97	Mental Health	Work with seriously and persistently mentally ill adults. Exposure to children, adolescent, and community mental health system. Work in intake department providing counseling and information over the phone; completing psychosocial histories. Work with homeless families in a variety of situations.	Abnormal Psych; patient and persevering; PC skills helpful; ability to work with minorities, children, homeless. Must Submit: Completed application for employment including three references; resume; Child Abuse and State Police (ACT 33) clearances (if providing care)	Harrisburg
Psychology	450	Neuropsychology	Observe and participate in a neuropsychology laboratory that offer diagnostic and treatment services for brain-injured persons including memory, perception, and problem solving. Assist with patient exams, teaching sessions and ongoing research projects.	Interest in psychology, medicine and rehabilitation; coursework in psychology helpful.	Hershey
Psychology	7762	Protective Services	Program where children and adolescents, referred by DC Children & Youth, Juvenile Probation, MH/MR and or D & A, meet with their family, relatives, and support people to create an individualized behavior plan that includes follow-up plans for the designed behavior modification plan--youth is still living in community during this process		Harrisburg
Psychology	660	Psychiatric Assistant	The intern would serve as a psychiatric assistant (assisting patients to process therapies and providing support of the treatment plan). As a church-owned facility, we offer the intern the opportunity to integrate Christian faith and psychology in their learning experience. Internship opportunities: -Marketing -Accounting & Finance -Development	We are consistently looking for student interns who have the drive to learn and passion for the mental health field.	Mt. Gretna
Psychology	185	Psychiatric Technician	Various opportunities in outpatient, partial hospitalization, residential, inpatient and children's services. Direct care of patients and many other responsibilities. Please call for specific information.	At least 18 credits completed in human services courses	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Psychology	7623	Psychology	Program Advisors provide direct care and supervision to the individuals at the assigned program. Teach daily living skills (such as cooking, cleaning, and laundry) and keeping the individuals active. Help individuals pursue their hobbies and special interests. Personal care assistance (such as toileting, bathing, shaving, etc.) may be required. This position requires mostly evening and weekend hours.		Carlisle
Psychology	7631	Psychology	Provide creative planning and hands-on experiences for individuals with disabilities on a real working farm. Program hours are M - F, 9-4, flexible hours possible. Relaxed, casual, friendly setting with young, enthusiastic clientele.		Hershey
Psychology	7662	Psychology	Specialized services for hard-to-place juvenile populations including fire starters, sex offenders, habitual offenders, drug sellers, in addition to specialized programs for females in need of treatment.		South Mountain
Psychology	7744	Psychology	Children's Services Community Based Internship Rotation: 200 hours of treatment observation in a community based setting such as the child's home, school, or other community facility as well as participation in clinical group supervision where treatment strategies and children's mental health concepts are discussed. Also, students will gain experience by providing Respite Care to clients in their homes, and in summer day camp settings.		Lebanon
Psychology	5184	Psychology Technician	Attendants: Provide sleep time supervision to individuals at the assigned program. Program Advisors: Provide direct care/supervision to individuals. May include personal hygiene assistance, cooking, cleaning, transporting, etc. Primarily evenings & weekends.		Carlisle
Psychology	4960	Psychology/Community Check-	Do intake interviews, participate in meetings and decision-making.		Harrisburg
Psychology	1499	Psychology/Sociology	CIT is a multi-faceted vocational training program for handicapped adults. An intern would work directly with clients in various training areas. Psychology, anthropology and sociology majors are especially appropriate for this internship.		Mechanicsburg
Psychology	2845	Rehabilitation	Visit website for current openings		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Psychology	7880	Research - Community Youth	Continue the Institute's work in mapping youth assets in the Capital Region of PA. This work will be done using ESRI's Business Map software, noting the region's youth programming, by location, organization type, services offered, etc. with . Completion of the internship period will culminate in a presentation to youth-serving organizations in the Harrisburg region.		Harrisburg
Psychology	5417	Residential Counselor	Christian residential facility. Observe individual & group counseling. Work w/residents on meal preparation, gardening, & homework. Daily worship/devotional time.	Flexible. Maturity in Christian walk; a desire to be a witness through daily lifestyle. Willing to live simply & give of self.	New Albany
Psychology	84	School Counseling	Individual & group counseling; Assisting counselor with school projects; Child assessment & testing; exposure to human service agencies; home visits with school social worker	Helpful to have had Counseling Theories, Abnormal Psych, however, not a requirement; must be comfortable in an inner city school and be open minded HELPFUL to include a list of all coursework so counselor knows what is reasonable to expect	Harrisburg
Psychology	7882	Seasonal Part-Time Preteen	-Develop and implement a curriculum based around one of his or her personal interests or passions that relate to inner city youth. -Assist in the planning and facilitation of spiritual development, tutoring, sports, and recreational activities. -Help maintain building cleanliness.	Open to providing opportunities for them to develop their skills in relating to inner city youth.	Harrisburg
Psychology	60	Social work	Bethanna is providing Christian services to abused, neglected and medically needy children and their families through various programs		Southampton
Psychology	154	Social Work/Legal/Criminal	Interview those committed to Dauphin County Prison; investigate facts and develop case management plans for supervision of client base.	Knowledge of criminal justice system; good interviewing techniques.	Harrisburg
Psychology	186	Therapeutic and Residential	Various opportunities in outpatient, partial hospitalization, residential, inpatient and children's services. Direct care of patients and many other responsibilities. Please call for specific information.	At least 18 credits completed in human services courses	Harrisburg
Psychology	700	Youth Counseling	Observation and interaction with residents and staff of the detention center. Assist staff with daily routine and programming. Learn to understand the juvenile justice system and how it functions. Develop an understanding of dependent & delinquent youth.	Ability to communicate with all types of people Ability to work independently and with a team Work varied hours	Steelton
Psychology	4813	Youth Counseling	Be careful: low structure, Student will need to be assertive and not feel threatend by peers on staff. Student will need to be proactive in getting semester responsibilities planned ahead		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Religion /					
	Religion				
	7868	Event Planning and Fundraising	persons who are interested in working with a non-profit and/or in an interreligious/interfaith dialogue setting. Intern responsibilities include, but are not limited to (depending on individual interest): - Event and program coordination/facilitation (planning, publicity, registration, staffing) - Attend planning meetings - Work with various committees - Website enhancement/development - Database management/data entry, collecting contact	All skill are accepted. We are primarily focused on interfaith dialogue, however if you have skills or experience that you believe can contribute (e.g web design, fund raising, photography, clerical, etc.) to our organization, please contact us.	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Social Work /				
Social Work 7874	Assistant Reentry Case Manager	Case management for ex-prisoners returning to Dauphin County	willingness to learn about ex-prisoner reentry	Harrisburg
Social Work 8006	Assistant to Director	Shadow director of BCM. Assist and then lead some of our programs such as computer classes, food distribution, conflict resolution, children's activities, etc. that serve the South Allison Hill neighborhood of Harrisburg. Our computer classes introduce inner city residents to Windows XP through a series of 12 sessions taught weekly. This helps parents and grandparents prepare for job opportunities and understand what the children are talking about related to	Ability to work as a member of a team and then follow through on individual responsibilities. Willing to learn about and work with a wide ethnic, economic, and racial diversity. Able to set appropriate boundaries. Needs criminal background clearance	Harrisburg
Social Work 2967	Case Manager Trainee	Student will learn skills related to the intake assessment process for clients, enter MH/MR, skills related to the referral process to provider agencies, providing supportive counseling to clients and their families, writing and implementing behavioral goal plans.	Prospective students should possess good computer skills, good interpersonal skills, an ability to relate to persons of all cultures, strong organization skills, and a good work ethic. A basic working knowledge of mental health and or mental retardation preferred	Harrisburg
Social Work 488	Children & Youth	Responsible for working with any of the following programs: Kids Klubhouse (grades 1-5), Teen Venture Club (grades 6-8), Club Truth (grades 9-12), tutoring, or mentoring. Intern will minister to children and youth from low-income families. The kids are "at-risk" of school drop-out, drug and alcohol abuse, sexual promiscuity and teen pregnancy, delinquent behavior, and falling into poverty.	Have a growing relationship with Christ and a desire to spread the love of God to hurting kids. Experience working with children or youth is preferred.	Mechanicsburg
Social Work 7769	Counseling / Social Work	<ul style="list-style-type: none"> - outreach for the Volunteer Income Tax Assistant Program - provide coordination of all aspects of the (EITC) - earn Income Tax Credit partnership campaign and corresponding free tax services - assist with the development of the Volunteer Tax - assist in overseeing the site(S) operation during the filing season 	<ul style="list-style-type: none"> - High School Diploma or GED with some college credits - strong organizational skills - leadership/ management skills - self-directed, reliable and motivated. - knowledge and understanding of issues 	Harrisburg
Social Work 1580	Criminal Justice	The student would be assigned to a specific probation officer and would participate in all of that individual's activities: visiting clients; observing arrests; visiting ARD court, etc. majors include: Political Science, Sociology, Psychology as		Steelton
Social Work 231	Drug & Alcohol Rehab	Offers a variety of programs (both residential and outpatient) for those struggling with addiction and their families, with preference granted to pregnant drug users/substance abusers		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Social Work	2407	Emergency Social Services	Assist the Casework Specialist in performing casework; complete emergency communication surveys; respond to local disasters and provide on site casework and damage assessment; assist with service requests for food referrals and Operation Share Program; assist in updating shelter surveys and other agreements; assist in conducting research for disaster planning; assume limited on call responsibilities and provide support as a disaster dispatcher. Interns also will	Social Work, Sociology, and Psychology majors. Excellent interpersonal & communication skills; MS Office 2000. Ability to empathize and communicate with people utilizing agency and programs, ability to interact with local agencies, interviewing and	Harrisburg
Social Work	768	Foster Care/Youth Counselor	Assist casemanagers, observe/participate in intake process, match youth with foster families, develop treatment plans, attend juvenile courts hearings	Good work habits and ethic. Interest in working with disadvantaged teens and learning therapeutic intervention Interpersonal Communications are critical Clearance from PA child abuse, State Police Criminal	Mechanicsburg
Social Work	5142	Health Education/Patient	Provide community education events, support group outreach, professional education seminars, health fairs, advocacy	Must be able to work with a team and independently. Public speaking ability preferred. Computer literacy and professional demeanor a must.	Harrisburg
Social Work	5247	Helpline Specialist	Work with a non-profit organization on the 24 health and human service helpline. Assist with marketing, volunteer recruitment and public relations.	Will train.	Harrisburg
Social Work	232	Intake Counselor	Interview clients seeking treatment for chemical dependency; develop psycho-social history; complete paperwork process.	Good writing skills, personable, accepting of different types of people.	Harrisburg
Social Work	69	Intake Worker	Provide initial screening for volunteers, clients, and families entering our service system. Learn interviewing skills, assessment and documentation.	Available evenings, have transportation, good judgement, ability to work independently, mature, good social skills.	Harrisburg
Social Work	1015	Research - Policy Analysis	Focus on teenagers & young adults ages 14-24 who are not making successful transitions to adulthood. Research issues could include foster care, juvenile detention, dropouts, teen parents, & health status. Participate in all phases of the project including data analysis, research, publication design, public policy/legislative strategy & advocacy.	Reliability, integrity, commitment, writing ability, capacity for detail and organization, productivity, and the ability to work independently and seek guidance when needed.	Harrisburg
Social Work	5262	Social Services	the opportunity to participate in client contacts (both in the office and out in the field), court proceedings, treatment team meetings, gaining experience in an office environment, etc.		Lancaster

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Social Work	7360	Social Services	To assist the Social Services Coordinator in providing referrals and resources to clients in danger of not being able to meet their basic needs. Attend and participate in professional and community meetings to become familiar with Social Services and Community needs. Maintain social services database. Establish positive working relationships with staff members and volunteers. Participate in training	Good verbal and written communication skills. Attention to detail and ability to organize efficiently. Willingness to access professional resources, internal and external to the organization. Ability to work well with people of all backgrounds, incomes, ages	Carlisle
Social Work	320	Social Welfare	Learn functions of Social work Dept, how to screen patients, assist staff social workers, participate in meetings	Theoretical understanding of human behavior & family dynamics, communication & active-listening skills	Camp Hill
Social Work	870	Social Work	Counselor assistant duties which may include: individual counseling, small group work, program development and implementation, attend court hearings, direct supervision of youths, participation in family home conferences, observation of psychological testing and may other opportunities.	A background in Social Work, Sociology, Psychology, or Criminal Justice. The ability to develop rapport with youths is extremely helpful.	Loysville
Social Work	4240	Social Work	Assist young, low income first time mothers improve their lives and raise healthy babies. Shadow the nurses on home visiting, assist in managing cases by accompanying clients to seek needed services, to find jobs, and to complete medical appointments. Help set up and run parents groups.	Must be available 3-6pm when volunteering.	Harrisburg
Social Work	4658	Social Work	Work with at-risk children, youth, and parents; after school program.	Strong commitment to the Lord with a heart for inner city missions work, interest in working with minorities.	Harrisburg
Social Work	6689	Social Work	Interns in this class will be trained in a full range of social and case management services to children, youth, and families, people who mentally disabled, people who are physically challenged, and others to assist them in attaining a more satisfactory social, economic, emotional, or physical adjustment. The intern will be directly supervised by a County Casework Supervisor, and teamed with a County Caseworker.		Lancaster
Social Work	5953	Social Work - Family	Develop and administer a comprehensive family needs assessment tool. Develop concrete, measurable, time limited goal plans for all referred adult family members, using results of the intake interview and the recommendations from agency assessment.	Ability to work in multi-cultural setting with non-judgmental attitude.	Harrisburg
Social Work	5487	Social Work, Office Manager,	follow CNA's LPN's, RN's, Social Workers, Bereavement Specialist, Chaplain, Office Manager or Patient care in facilities or residential homes	open and kind heart, flexible schedule, good coping skills	Carlisle
Social Work	4229	Tutor Coordinator	Responsible for coordinating after-school tutoring program, primarily for students in grades 1-6.		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Social Work	6751	Youth and Young Adult	Part of the mentor's role is to expand the career and/or academic options for the young adult as well as aid in eliminating barriers to a safe and productive life. Mentor are trained to help young people establish a spiritually based belief system.		Middletown
Social Work	769	Youth Counselor	Interns will be involved in the treatment of adolescent males. Mutually agreed upon project, involving some aspect of residential treatment of adolescents required.	Effective communication and ability to relate to adolescents.	Boiling Springs
Social Work	2875	Youth Counselor	Interns will be involved in the treatment of adolescent males. Mutually agreed upon project, involving some aspect of residential treatment of adolescents required.	Effective communication and ability to relate to adolescents.	Boiling Springs

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Sociology / SOCI					
Sociology	540	APPRISE Health Insurance	Assist with the annual update of Medicare Supplement Insurance Software used by local Agencies. Data collection, entry and distribution.	Ability to conduct independent research and convey findings succinctly; familiarity with personal computers.	Harrisburg
Sociology	158	Casework	Direct service to clients, case management, liaison w/related social service & law enforcement agencies, advocate victims' rights	Complete training program, on the job training	Harrisburg
Sociology	155	Criminal Justice	Prison interviewing, courtroom observance, problem solving (criminal law), preparation of court documents, office procedures, filing.	Public relations skills; some legal knowledge	Harrisburg
Sociology	511	Criminal Justice	Opportunity to work with female offenders in a halfway house setting. Learn the responsibilities of a shift manager. Duties may include: perform counts to assure accountability of all residents; maintain accurate logs; supervise residents in performance of assigned details; enforce rules and regulations; administer Alco-Sensor test and other D/A screening tests; monitor building for safety and maintenance problems; perform other duties assigned by supervisory staff.		Harrisburg
Sociology	2840	Criminal Justice	Work in a small, controlled correctional environmental in downtown York as a Corrections Counselor, providing both individual and group counseling to male state prisoners. Also assist with casework referral services and some security operations..	Must have an interest in counseling/casework. Must have transportation to and from York. Willingness to learn and work as part of a team.	York
Sociology	3650	Criminal Justice	Assist juvenile probation officers in their duties, which may include writing reports, supervising community service projects, drug testing, calling various agencies, filling out referrals for services, and learning balanced and restorative justice practices.	Experience working with children and families; a desire to work in probation or a similar field.	Harrisburg
Sociology	4718	Criminal Justice	Opportunities to participate in client contacts, court proceedings, and treatment team meetings. Job shadowing probation officers.	Students pursuing a career in criminal justice or social services. Organized, responsible, open to new learning.	Lancaster
Sociology	5735	Criminal Justice	Among other things, interns may: 1. observe dependency court hearings to learn how the Court interacts with the child welfare system 2. develop an appreciation for the impact CASA volunteers have on the Court and the child welfare system 3. gain insight into the issues confronting children who experience abuse and/or neglect 4. expand their understanding of the importance		Carlisle
Sociology	5209	Criminal Justice/Pre-Law	Assist in daily jury activities, involving interaction with the public, attorneys, staff & prospective jurors. Observe and assist with jury selection procedures in the courtroom.		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Sociology	1747	Employment Services	The site is especially concerned that the intern has no pre-conceived biases against racial minorities, since clientele includes Asians, Blacks, Hispanics and other minority members. would work helping immigrants to settle into life Int Unit	Must Submit: Completed application for employment including three references; resume; Child Abuse and State Police (ACT 33) clearances (if providing care to children under 18); copy of sponsoring school's field experience contract or requirements to be fulfilled by	Harrisburg
Sociology	2878	Family Studies or Nutrition	Student will participate in interviewing potential participants and helping to assess their eligibility for the program as well as their needs. Use counseling skills to help in nutrition education of clients. well		Harrisburg
Sociology	334	Human Services	Applicants should be able to interact Assist staff with casework services to homeless adults and their children; possible work with community agencies, assessments, and daily operation of facility.	Good interpersonal skills; open-mindedness; people and sensitivity; seminar (sr.-culture)	Harrisburg
Sociology	541	Prime Time Health	Shadow coordinator of comprehensive health promotion program for older adults, specific assignments might include development of a manual on the basics of health promotions or development of a peer education curriculum for older adults	Ability to conduct independent research and convey findings succinctly; familiarity with the internet a plus	Harrisburg
Sociology	4870	Psychology	Placed in the Treatment Dept. Work directly with the Treatment Specialist & inmate population in various job duties, including intake interviews, counseling, casework, classification, parole processing, & observing in-house inmate disciplinary hearings.	Must complete a background investigation, urinalysis, & orientation.	Harrisburg
Sociology	3702	Public Policy	Researching, analyzing, and reporting to the Public Policy Workgroup on an assigned issue; developing position papers, talking points and other lobbying and informational materials on assigned issues.	Strong research skills; Knowledge of word-processing and database programs (MAC preferred); Excellent organizational skills; Desire and flexibility to participate in Public Policy Workgroup; Ability to work on multiple projects concurrently; Commitment to	Harrisburg
Sociology	153	Social Research	The program office places students in a variety of internships relating to child and adult MH/MR services. Paid internships are available only through Dauphin County Crisis Intervention Program.		Harrisburg
Sociology	537	Social Research	Research in areas of mental health, mental retardation, or drug and alcohol use. Projects are tailored to help student.	Good writing skills, outgoing, organized, good communication, interest in research.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Sociology	5420	Social Services Counselor	Assist clients in completing applications. Verify information, compute income & resources, determine eligibility. Refer applicants to Housing Counseling staff. Attend conferences to review cases, policies, & procedures. Assist in confirming property ownership. Maintain required client database files & complete required reports.	Experience w/PC operation, using database software. Effective oral & written comm. Ability to interpret program regulations, analyze data, & complete math computations. Ability to work well with others, plan & organize work, & prepare written progress reports.	York
Sociology	7478	Social Work - Advocacy	Intern will assist the PCB Executive Director. 1. Gather information on advocacy issues; 2. Select issues to plan to work on 3. Write letters/personal visits to state and federal legislators, government officials and others (intern will be accompanied by experienced advocate initially) 4. May involve publicity programs 5. Intern will be given materials for bg to blindness work skills etc.		Harrisburg
Sociology	7680	Sociology	The mission of United Cerebral Palsy of Central Pennsylvania, Inc. is to assist infants, children, youth, and adults, with disabilities, and their families, achieve their goals of development, growth, independence, and full citizenship.		Camp Hill
Sociology	5938	Volunteer Coordinator	Maintain roster of volunteers; monitor activities, create motivational marketing to recruit volunteers, generate reports, develop community relationships, etc.		Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Spanish / LANG					
Spanish	460	Casework-TESL	Counseling and tutoring, including English tutoring of minority youths. Home visits will be required to increase parent/guardian participation. After-school program goes from 3 -7 pm.	Teaching skills, counseling skills, Bi-lingual (optional), Specific skills in arts, crafts, music, sports.	Harrisburg

Central PA Internships

Major	Record Position	Description	Skills Desired	City
Sport & Exercise Science / HHP				
Sport & Exercise Science 276	Aquatic Therapy/Wellness	Assist in the area of aquatic therapy. Promote / participate in hospital and community wellness programs. Complete case study, staff interviews and interdisciplinary observation. Work with inpatients, community wellness members and assist with health fairs and educational programs at local corporations.	CPR certification. First aid/basic lifeguarding preferred. Positive, professional. Students who have had HPE322-Exercise Physiology will have more hands-on work after the first three weeks. Experience with fitness assessment is preferred.	Mechanicsburg
Sport & Exercise Science 496	Athletic Director Assistant:	Assist director w/scheduling, official contracts, transportation, event coverage, equipment management. Attend meets, supervise/administrate contests		Dillsburg
Sport & Exercise Science 257	Cardiac Rehab	Intern will be trained to assess, plan, coordinate and evaluate patient care activities while under the supervision of the cardiopulmonary services director, staff and medical advisor. They will learn to serve as role models for cardiac rehab patients by integrating the role components of teacher, consultant, administrator and researcher.	Minimum 20 hrs/week. Prefer to be starting senior year. Will consider student in spring semester of junior year.	Hanover
Sport & Exercise Science 6705	Cardiac/ Pulmonary	Exercising and monitoring patients while they are on exercise equipment for heart rate and blood pressure and look for abnormalities in ECG readings. Secondary duties include charting patient information, sitting on lectures, and lecturing on the relevance of chronic exercise in prevention and rehabilitation of cardiac and pulmonary disease.		Hanover
Sport & Exercise Science 3905	Cardiac/Diabetes/Vascular Rehab	Actively participate in the daily activities of exercise physiologists and rehab RN's. Interns participate in observation, physical assessment, exercise instruction, visitations, development and implementation of special events, and behavior modification.		Lancaster
Sport & Exercise Science 45	Exercise Science	- assist exercise physiologist and fitness instructors in exercise testing, training and motivation of adults - modern corporate wellness facility	- GPA - 3.0 or higher, Senior, current CPR certification; coursework completed in exercise, test and prescription	Carlisle
Sport & Exercise Science 996	Exercise Science	Fitness testing, monitoring of clients, write exercise programs for clients, scheduling of appointments, front-desk work.		Leola
Sport & Exercise Science 1345	Exercise Science	Provide fitness assessment including body composition, blood pressure screening, aerobic capacity using a treadmill test, muscular strength testing, and flexibility testing. Also provide personal training including equipment orientation, personalized exercise prescription and training cards and a follow-up to the exercise program for patients and employees.	Skills in exercise prescription, fitness testing, working with special populations. Wellness programming, outgoing, willing to learn, dependable, and mature. See Employer File for student manual and addition internship information.	Elizabethtown

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Sport & Exercise Science					
	2397	Exercise Science	Assist with fitness assessment and exercise prescription for middle-aged and elderly population; exercise and hydro classes; Kaiser strength training. Possibility for research.		Chambersburg
Sport & Exercise Science					
	2398	Exercise Science	Assist with Exercise for Life program; be exposed to early dementia; observe PT done by HEALTHSOUTH; gain overall exposure to facilities and administration.		Dillsburg
Sport & Exercise Science					
	1063	Exercise Technician	Work with the general fitness program and assist with development of local high school and college athletes.		Chambersburg
Sport & Exercise Science					
	809	Fitness	Assist with staffing the fitness floor and training areas, perform fitness evaluations and training sessions; management support.	Senior status in Exercise Science, Fitness Mgmt. or Health Education w/strong background in fitness/exercise	Hershey
Sport & Exercise Science					
	260	Fitness	Assist w/overall physical fitness program, plan & organize recreation volleyball tournament, assist in aquatics programs, etc. Organize luncheons, trips, activities. Hold special health screenings.		Camp Hill
Sport & Exercise Science					
	3869	Fitness	Assist with corporate health and fitness programs, contracted through the West Shore YMCA, such as Blue Shield.		Camp Hill
Sport & Exercise Science					
	5738	Fitness Coach	Learn the necessary personal training skills in order to create and motivate female clients through a comprehensive exercise & nutrition program. Assist current members in their progression toward their health & fitness goals by revamping program	Must possess a positive attitude and outgoing personality. Must have a solid understanding of anatomy & basic exercise physiology principles (planes of movement, agonist/antagonist muscles, etc.) Seeks a team-oriented atmosphere & strong desire	Mechanicsburg
Sport & Exercise Science					
	5402	Fitness Instructor	Instruct exercise classes for residents & staff. Develop wellness program for community. Administer fitness assessments. Increase physical activity of the campus. Interns will: -Track fitness outcomes to gauge performance -Attending seminars/workshops relevant to advancing health promotion with our target population Assist with:	Prefer some experience working w/the geriatric population.	Lancaster
Sport & Exercise Science					
	274	Fitness/Recreation	Gain experience in fitness evaluations, aerobics, aquatics, youth, adult & senior fitness. Staff will train. Hours flexible.	Intern must be working toward degree in Health, PE, Recreation or related. Must have current CPR.	Harrisburg
Sport & Exercise Science					
	5533	Health/Nutrition	Orchard Apts: 81 subsidized housing uniots for low-income community and families. Interns will help in planning and organizing programs and activities based on residents needs, desires and goals (including preparing and presenting educational workshops/classes on nutrition, health, fitness, drug prevention etc. for residents)		Camp Hill

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Sport & Exercise Science	6418	Management/ Personal Trainer	Management - payroll analysis, planning, scheduling, marketing, sales training.		Camp Hill
Sport & Exercise Science	3310	Massage Therapy	Receive introduction to swedish massage, reflexology, pregnancy massage and chair massage		Hershey
Sport & Exercise Science	445	Nursing	- designed for new nursing graduates ready to apply their knowledge to practice, this structured educational program has interns working side-by-side with an RN preceptor to gain clinical experience - choices of focus include Critical Care, Intermediate Care, Medical, Surgical, Women's Health, Pediatrics and more		Hershey
Sport & Exercise Science	5731	Occupational Therapy	Teaching patient exercise groups in physical therapy environment; observation of aquatic therapy. Promote and participate in hospital and community wellness programs. Complete case study , staff interviews and interdisciplinary observation. Work with inpatients, community wellness members and assist with health fairs and education programs at local corporations.	CPR certification. First aid/basic lifeguarding preferred. Positive, professional. Students who have had HPE322-Exercise Physiology will have more hands-on work after the first three weeks. Experience with fitness assessment is preferred	Mechanicsburg
Sport & Exercise Science	6763	Personal Trainer	Work one on one with clients to aid them in their workouts; help owner with billing; write fitness programs for Fit-Tone employees; attend in-home training sessions with owner		Camp Hill
Sport & Exercise Science	4660	Physical Education	Work with the basketball program; involves the possibility of grant writing.	Strong commitment to the Lord with a heart for inner city missions work, interest in working with minorities.	Harrisburg
Sport & Exercise Science	7021	Physical Education	- the program provides fitness consultancy, personal training, and yoga		Camp Hill
Sport & Exercise Science	109	Physical Therapy	Gain experience in aquatic and hand therapies, work hardening and sports medicine.		Hanover
Sport & Exercise Science	928	Physical Therapy	Teaching patient exercise groups in physical therapy environment; observation of aquatic therapy. Promote and participate in hospital and community wellness programs. Complete case study , staff interviews and interdisciplinary observation. Work with inpatients, community wellness members and assist with health fairs and education programs at local corporations.	CPR certification. First aid/basic lifeguarding preferred. Positive, professional. Students who have had HPE322-Exercise Physiology will have more hands-on work after the first three weeks. Experience with fitness assessment is preferred	Mechanicsburg
Sport & Exercise Science	6713	Physical Therapy	Observing patients being evaluated and process of evaluating a diverse variety of injuries (mostly related to workers compensation). Help patients prescribe exercises in the clinic.		Mechanicsburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Sport & Exercise Science	958	Pulmonary Rehab	Monitor vital signs of patients while exercising, work with exercise prescriptions, and patient education.	Knowledge of EKG arrhythmia analysis preferred.	Mechanicsburg
Sport & Exercise Science	5322	Recreation	- weight and fitness area - gymnasium - aerobics studio - locker rooms - walking track - senior center - babysitting rooms		Harrisburg
Sport & Exercise Science	1081	Recreation Management	Help in operations of an indoor sports facility (soccer & basketball). Serve as shift manager. Coordinate leagues. Direct tournaments. Advertising and marketing projects.		Harrisburg
Sport & Exercise Science	621	Recreation/Activities	To assist the activities director and the assistant activities director; teach classes; take resident trips; preparing banquets or socials.	Relates well with different age groups and with mental and emotional problems; Creative. Craft and sports skills are helpful	Harrisburg
Sport & Exercise Science	7730	Sport and Exercise Science	Gain experience, skills and develop teaching style. Learn from instructors outside of Messiah college and expand teaching techniques.		Boiling Springs
Sport & Exercise Science	6072	Sport Management	corporate partnerships; group events; customer service; marketing / PR; box office / ticketing; stadium operations; video production; game presentation; baseball operations	marketing, accounting, finance, public relations, business, sport management majors	Lancaster
Sport & Exercise Science	2477	Sports Management	Full Season (Jan -Sept): ticket sales, groups, promotions Rotation (May -Sept): tickets, groups, promotions, concessions, grounds crew [interns rotate tasks every two weeks]	ability to work long hours, needs to be flexible, creativity and people skills are a must	Harrisburg
Sport & Exercise Science	5830	Various - SPEX, Administrative	Push the Rock is a multi-dimensional sports ministry promoting athletic excellence and sportsmanship in the areas of camps, clinics, teams, tournaments and instruction. Global/community outreach		Emmaus
Sport & Exercise Science	1014	Wellness Promotion	Assist with health fairs & educational programs - worksite wellness, pulmonary wellness, community wellness, employee wellness	CPR certification. First aid/basic lifeguarding preferred. Positive, professional. Human anatomy, exer. phys., kinesiology, fitness testing	Mechanicsburg
Sport & Exercise Science	824	Youth Development	Teen night Coordinator. Youth program development/staffing, child care/summer camping services, community relations projects, youth sports	Varying by position. Will gladly discuss qualifications & availability as needed	Camp Hill
Sport & Exercise Science	93	Youth Program/Sports	Volunteer at: - courtesy desk, - youth lobby, - pool and with babysitting.	- strong interpersonal - organizational skills - creativity - flexibility	Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Sport Management /					
Sport Management			Game Day Operations		Harrisburg
7585		Sports Management	All interns will be involved in game day operations which may include setting up the facility, assisting with promotions, merchandise sales, ticket sales, media relations, and providing fan and sponsor service.		
			Marketing/Promotions		
			Being a community based team is a very		
Sport Management			1. Business: program budgets, accounting, payment collections, payroll, tax prep, daily check registering	min of 4 hrs/day, 16-20 hrs/wk.	Harrisburg
7562		Various	2. Sports Management: gym scheduling, summer camp planning, rostering participants, event organization		
			3. PR: promo brochures, flyers, distribution to schools and businesses, contact sponsors, presentations		
			4. Ministry: assist director with targeted		

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Studio Art /					
Studio Art	6589	Advertising / Graphic Design	Company deals with high profile clients like Coca-Cola, Evian, and Cingular. They have been working with Coca-Cola for 12 years.		Lebanon
Studio Art	3177	Advertising/Graphic Design	Blazenet is a full-service advertising agency which offers internships in three areas - 1. Design-- MUST be familiar with Quark Xpress for Mac; 2. Communications: includes proofreading copywriting, editing, research, etc.; 3. Internet Site Development		York
Studio Art	897	Art	Duties will include scheduling and arranging of art exhibitions and classes and help with the preparation of grant applications, financial reports, press releases and newsletters. Interns also expected to lend a hand with routine office tasks and errands	Good communication and "people" skills, along with courses in arts, humanities, marketing and management.	Mechanicsburg
Studio Art	2137	Art Administration	The Susquehanna Art Museum offers an internship working in the Gallery, welcoming people, and explaining artwork to the visitors. Interns will learn lighting techniques and how an exhibit is displayed. Art History majors are preferred. Second-semester. Additional program information available in employer file.		Harrisburg
Studio Art	1425	Art Administration	The Art Assoc. offers an internship dealing with the hanging of shows each month and with the hanging of artwork in the Sales Gallery; working as a Sales Gallery assistant in presenting artwork to potential clients; and arranging community shows and public		Harrisburg
Studio Art	5372	Art Education	Develop curriculum for museum educational programs. Teach or assist in teaching various educational programs. Give museum tours. Represent the museum at scheduled community events and festivals.		Harrisburg
Studio Art	216	Art/Graphics	use Macintosh computer for design, layout, illustration; generate ideas for ads, logos, and other station projects	good illustration, design and layout skills; knowledge of Mac graphics program, organizational skills Writing and editing skills are required, and prospective Art interns should have a background in design applications.	York
Studio Art	7619	Assistant Art-Cordinator	Assisting the statewide coordinator of Arts in Education Day at the State Capitol in the preparation of the April 2009 event. Opportunity to work with the PA Speaker of the House's office.	Must have experience doing online research. Familiarity w/Microsoft Access.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Studio Art	5015	Creative	Development of original concepts for projects and campaigns; Assist in the production of all aspects of advertising and design; Assist on photoshoots, television and radio production; Preparation of files for press; Assist in the safekeeping and organization of departmental files and supplies.	Solid working knowledge of the Macintosh platform and Quark XPress, Adobe Illustrator and Adobe Photoshop.	Harrisburg
Studio Art	5371	Curatorial	Research and development of upcoming exhibits. Contacting other art institutions and handling loan forms. Art handling, unpacking and packing of artwork. Maintenance and condition reports.	Wendy Sweigart is Dir. of Outreach Education and supervised Heather Pollock 072. Student needs to be detailed, polished, multitasker, patient, good listener, and can jump right into projects. Also, excellent writer.	Harrisburg
Studio Art	5111	Digital Arts/Graphic Designer	Digital Arts/Graphic Designer wanted to aid in marketing, fund raising aspects of the institution. Printed work, Powerpoint, and web design all need help.	Creativity, professionalism, and willingness to make a difference.	Harrisburg
Studio Art	1068	Graphic Arts	Potential opportunities include: design rough layouts; Create illustrations and artwork; Make content & graphic corrections to projects; production coordination; compile info for new project estimates; create and update graphic files for web sites; work with creative agency team; etc.	Must have strong computer skills and excellent working knowledge of Adobe Pagemaker, Adobe Illustrator, Quark Xpress, Adobe Photoshop, and PC web site development	Camp Hill
Studio Art	2954	Graphic Arts	Create camera-ready design of publications using the latest computer technology and provide technical support to the supervisor of pre-press. Design and layout brochures, newsletters, posters, journals and other publications using the latest page layout, graphics, drawing, and image scanning software.	Educational background in fine arts, graphic design, publications design. Knowledge of Windows/Macintosh platforms and software.	Hershey
Studio Art	4059	Graphic Arts/ Design	Provide graphic design support for print advertising, collateral and displays. Assist with website update and maintenance. Provide publicity support in proof reading, photo acquisition, preparing electronic files of photos, logos, etc. Provide advertising support and liaison with sales representatives. Support promotional initiatives through research, development and on-site supervision. <i>Assist with Whitaker Center collateral</i>	Proficiency in QuarkXpress, Adobe Photoshop and Illustrator required. Proficiency in Macromedia Dreamweaver preferred. Strong interpersonal/organizational skills; must have own transportation.	Harrisburg
Studio Art	223	Graphic Design	Small, non-profit, historical organization looking for assistance in producing tabletop display, on-site office display, brochure and publications designing.		Gettysburg
Studio Art	1107	Graphic Design	Design of publications and advertising for a multi-title publishing company; will work with newspapers, magazines, and books.	Macintosh using Quark Xpress; Adobe Photoshop & Illustrator. Familiarity with press procedures highly desirable.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Studio Art	5482	Graphic Design	Design ads, brochures, other materials; flexible hours	knowledge of Quark, Photoshop & Illustrator required; ability to multitask	Carlisle
Studio Art	6732	Graphic Design	design ads for annual Lancaster County Business Directory. internship would be full-time for three months.	self-motivated, responsible student who has experience/training in Quark and/or InDesign, Illustrator and Photoshop	Kinzers
Studio Art	7285	Graphic Design	Responsible for concept, layout, design, proofing, pre-press or in-house printing and finishing of projects such as wedding invitations, seasonal holiday cards, logos, business cards and personal & business stationery.	Basic knowledge of Adobe Illustrator and Photoshop; organized, focused and reliable.	Camp Hill
Studio Art	7408	Graphic Design	Graphic design of various event and seminar promotional materials including flyers and registration forms. Design & layout of monthly newsletter. Ad design for annual Buyers Guide publication	Thorough knowledge of Adobe Creative Suite (InDesign, Photoshop, Illustrator) required. Ability to bring own laptop preferred, but not required	Harrisburg
Studio Art	7852	graphic design	designing brochures, invitations, forms, event programs, poster, newsletters; possibly web design (use Photoshop, Microsoft Publisher and Adobe Acrobat)	major or minor in graphic design or related subject experience with & knowledge of design software; experience in marketing preferable.	Harrisburg
Studio Art	3825	Graphic Design/Central PA	Learn the design & creation of a monthly regional magazine & the daily operations of a multimedia company. Interact w/sales, graphics, editorial, & other media staff.	Experience with common graphic design software.	Harrisburg
Studio Art	4142	Graphic Designer	- document production, proposals, public meeting materials, newsletters, brochures, photo renderings, etc.	- Adobe Photoshop, Illustrator and QuarkExpress	Harrisburg
Studio Art	5075	Graphic Designer	Work to generate creative ideas to support client marketing campaigns, website designs, application prototypes, and presentations. Internal projects including website enhancements, marketing seminars, and demonstration projects. Develop multimedia components of the final deliverables. Design multimedia demos, online promotional materials and print pieces; Develop client websites.	Able to understand creative/technical challenges within a business context; Solid understanding of graphic design principles; Ability to multi-task to meet deadlines; Strong commitment to customer satisfaction; Responsiveness; Ability to work	Harrisburg
Studio Art	1749	Graphics	Interns will be involved with consulting for a local printing company. Responsibilities include: developing a customized database; creating direct mail pieces; and conducting market research via telephone. considered.		Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Studio Art	8011	Graphics Design Intern:	Participate in creative brainstorming sessions and discussions pertaining to seasonal events and current creative projects Assist with occasional off-site creative projects including photo shoots and commercial shoots. Work on various design projects within the Creative Services Department including ad and print pieces, brochures, billboard design and other marketing pieces. Support miscellaneous projects as assigned by	Must be 18 years of age or older Must be a college student enrolled in a graphic arts degree program Sophomore, junior or senior collegiate status is required. Effective written and verbal communication skills, Strong initiative and follow	Hershey
Studio Art	351	Graphics/Multimedia	Assist in the design and development of graphics for a variety of media applications like web, print, or video. Understand how an interactive program is developed from conception to the final CD burn.	Undergraduate student in 3rd or 4th year of study. Ability to work 24-40 hours per week - located within driving distance of our Harrisburg, PA facility - completion of college courses in relevant subjects - high motivation and enthusiasm for learning about the visual	Harrisburg
Studio Art	7864	IT/Web Designer	We are looking for a hard working individual who can help us create a visually attractive web site to inform our families of events and activities at our Community Center. Ideal applicant enjoys working around children and enjoys working in an urban environment.	Applicant should have a basic understanding of how to build and maintain a web site. Applicant should also be willing to work with staff and teachers for a team oriented work experience.	Harrisburg
Studio Art	5076	Marketing	provide marketing and pre-sales support to the President and Account Manager; creation of marketing materials, creative input related to marketing message, cold call/follow-up calls to assigned prospects, campaign schedule management, and process management.	Basic computer skills including MS Office, Publisher, PowerPoint; Strong internet skills; Enthusiastic, positive; Strong interpersonal skills. Self-directed, highly productive in an independent working environment.	Harrisburg
Studio Art	7719	Photo	The York Dispatch has an opening for an intern photographer. This paid position runs from January 1st through June 2009. You will be photographing news and features events, sporting activities as well as have the chance to develop your own assignments including video stories. We are fully digital and will supply a Nikon D2H kit.	You must have your own reliable transportation. We're looking for a person who has taken journalism classes and likes working around people. This is a paid position. Please send either a digital or slide photography portfolio including a letter of reference from either a	York
Studio Art	6710	Textile CAD Imager	Duties: using a Mac-based design software system (JacqCAD Master) to edit and beautify images for woven fabric (DMT will provide training for software); working on layouts/paste-ups	Artistic background, ability to draw well and recognize good composition, computer aptitude, extreme attention to detail is a must; willingness to learn about the world of textiles	Carlisle

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Studio Art	8000	Videographer/Editor	<ul style="list-style-type: none"> •Coordinate and participate in a variety of technical tasks related to the operation of audio and video equipment •Edit recorded video and/or audio tape per project instructions/May involve a rough edit of an event for approval or one-on-one editing with staff identifying each edit point •Maintain records of work performed •Create and produce relevant content on location at special events 	<ul style="list-style-type: none"> •Ability to lead, work with, teach and learn from others •Work requires an understanding of the operation of video and audio equipment in order to coordinate and participate in recording and editing projects, normally acquired through a college education 	Harrisburg
Studio Art	4060	Visual Arts - Curatorial	Under the guidance of Exhibits Curator, intern will execute and maintain temporary and permanent exhibits related to Whitaker Center's Visual Arts Program and Harsco Science Center, assist with visual arts displays as well as art-related exhibits	Major in Museum Studies, Fine Art, Art History. Must have own transportation. Strong interpersonal skills. Proficiency in MS Word & use of internet resources required.	Harrisburg

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Theatre /					
Theatre	7436	Costume Shop Intern	Work under Costumer & Assistants to provide support in start-to-finish construction of as many as 100 costumes in the Costume Dept. - wardrobe and dressing of staff and actors, repairs and maintenance of costumes etc.		Manheim
Theatre	1387	Theatre	The Allenberry Playhouse offers a theater internship involved in the following areas: Office Work/Administrative Assistance Rehearsal Assistant, Construction & Props, Lights, Sound & Costumes. COSTUME INTERN ASAP		Boiling Springs

Central PA Internships

Major	Record	Position	Description	Skills Desired	City
Therapeutic Recreation / HHP					
Therapeutic Recreation					Colebrook
5459		Adventure Education - Camping	Responsible for planning and implementing the summer's nature program; working with individuals and groups to further their understanding of God's beautiful creation. Also support hiking groups and outdoor-oriented special camps. Applicants should have a strong background in nature studies and camping safety issues and a desire to share God's word. Knowledge of area parks and trails is helpful.		
