

July 29, 2024

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post 

Please note that links to opportunities below may no longer be active due to the short-term nature of many postings. Links to postings and events in Handshake will require a student account to view complete details. For questions, please reach out to place@roanoke.edu.

This Week's Lineup

- Maximize the last few weeks of summer!
- [2024-25 Updated Career Planning Guide](#)
- Johnson & Johnson Virtual Career Fair
- Senator Mark Warner's Roanoke Office Internship
- Pallas Foundation Fellowship
- [Prep with Big Interview](#)
- Build new skills with the Forage during your time away
- CliftonStrengths - check out the "Theme Thursday" series on Youtube
- Job and Internship Openings
- Handshake Highlights

Summer Edition | Stay connected with us through the [PLACE group](#) on LinkedIn!

Maximize the Last Weeks of Summer with PLACE

As we enter the final weeks of summer, it's the perfect time to take advantage of PLACE to prepare for your future careers. Whether you're exploring potential career paths, refining your resume and cover letter, or developing professional skills, PLACE offers invaluable support and resources.

Why PLACE now?

Career Development: With fewer academic commitments, you can focus on career development and gain clarity on your career goals.

Networking Opportunities: Connect with industry professionals and expand your network.

Professional Skills: Hone your skills through one-on-one appointments with our staff.

Resume & Cover Letter: Get personalized feedback to make your application stand out.

Get Ahead for the Academic Year

Many companies are already hiring for Summer 2025 internships, so don't miss your chance to submit a competitive application! Utilize this time to enhance your employability and get a head start on your job search.

How to Get Started

Drop by PLACE: Visit us for resources and support.

Schedule an Appointment: Use [Handshake](#) to book a one-on-one session virtually or in-person with our staff.

Take this opportunity to ensure you're well-prepared for the upcoming academic year and beyond. Make the most of your summer with PLACE!

Start planning for fall! Events are already in Handshake and you may register now to get reminders leading up to the event. Mark your calendar for our fall job and internship fair on Monday, September 30th! Registration for students opens Monday, August 12th. It's a don't want to miss event!

FALL 2024 EVENTS

- AUGUST 27: CLASS MEETINGS**
Sophomores, Juniors, and Seniors: register for your class meeting in Handshake and join us in Antrim chapel on the 27th!
- SEPTEMBER 17: VISION TO VICTORY**
Join us to learn secrets for leveraging your motivation towards achieving future success.
- SEPTEMBER 30: FALL JOB & INTERNSHIP FAIR**
Explore career paths and meet employers from around the region. Handshake link coming soon!
- OCTOBER 22: LINKEDIN WORKSHOP**
Discover tips for building your brand and networking on LinkedIn. [In-person](#) and [virtual](#).
- NOVEMBER 14: AI WORKSHOP**
Master the art of using AI as a tool for job searching and professional growth.

2024-2025 Career Planning Guide

We are excited to share the updated [Career Planning Guide](#) for the new academic year! This comprehensive resource is available 24/7, providing you with everything you need for your career development journey, including:

- A 4-year plan to help you build a strong resume
- AI-powered career development resources
- Essential tips for navigating your job search
- So much more!

Access the guide anytime to stay on track and make the most of your academic and career opportunities. Your future starts now!

Interested in Medical Device Sales?

Mark your calendars! Join Johnson & Johnson on Tuesday, August 6th at 4 PM EST to learn how you can kick-start your career in MedTech as a Sales Training Representative. Learn about the programs that provide you with the knowledge, skills, and resources to begin a rewarding sales career. Register [here](#).

Senator Mark Warner's Roanoke Office Fall Internship

Senator Mark R. Warner's Roanoke office seeks undergraduates or recent graduates for a constituent services internship. Senator Warner serves Virginia in a variety of ways, including by developing public policy, providing direct assistance to individuals and local communities, and listening to the different needs of the diverse communities across the Commonwealth. He is proud to be able to offer students an opportunity to learn more about these responsibilities through an internship.

Preference will be given to candidates who have completed their first year of college and who reside in Virginia or attend college in-state. To be eligible for an internship, an individual must have graduated from high school. In order to be considered, all applicants must meet the requirements below, and submit an application by the deadline.

If applying for an internship in one of the Senator's Virginia offices:

Fall interns that meet the minimum time commitment and are authorized to work in the U.S., pursuant to federal law, will receive a stipend: \$1,000 pre-tax stipend for 12-23 hours per week commitments, or a \$2,000 pre-tax stipend for 24 hours or more per week commitments.

Duties might include: answering constituent phone calls and providing callers with assistance; processing constituent requests for assistance; helping staff develop regional outreach calendars; attending community outreach events; preparing congressional inquiries; supporting the congratulatory letter operation; front office duties; basic office administration; and performing a host of other tasks, large and small, that help the Senator achieve his Constitutional obligations.

In order to be considered, interested applicants must complete the online application located on Senator Warner's website by **12pm on Sunday, August 11:**

<https://www.warner.senate.gov/public/index.cfm/internships>

Pallas Foundation Fellow Position Application

Pallas Foundation is looking for its 17th cohort of Fellows to join an impact-focused national security advisory firm that specializes in assisting emerging technology companies navigate the national security ecosystem. This is a paid, part-time, fixed term position (approx. mid Sep through mid December). Opportunities are available in-person in Washington, DC and virtual.

Learn more about the program [here](#). To apply, please submit the requested information to the link provided [here](#).

Big Interview - On-Demand Interview Practice!

Want to spend your summer prepping for your next interview? Check out our new virtual resource - [Big Interview](#) - to prep for the dreaded "Tell me about yourself" question. Big Interview is an online system that combines training AND practice to help improve your interview technique and build your confidence.

HOW TO ACCESS BIG INTERVIEW

STEP 1: Go to <https://roanoke.biginterview.com/> and click "LOGIN".

STEP 2: Enter your Roanoke College credentials.

STEP 3: Start using Big Interview.

Want feedback on your practice? [Schedule a "Mock Interview" appointment](#) with PLACE and send us your video!

The Forage

Looking to build new skills to add to your resume? Check out the Forage!

[Forage](#) can be a great way to get ahead in your career. Forage provides free, online virtual experience programs created by Fortune 500 companies to provide you with the insights and skills you need to succeed in your job search and the start of your career.

Please note, this is a third-party platform not supported by Roanoke College, and you should review the data collection statement on the landing page prior to joining. You can opt out of sharing your details with any of the firms whose projects you complete. Let us know if you have questions as you explore opportunities and [schedule an appointment](#) with PLACE to incorporate your completed projects into your resume.

CliftonStrengths Platform

Have you completed the Strengths assessment already? Learn more about your [top 5 Strengths on the new platform](#) - from the home page, you can scroll down and click "learn more" for each strength. The new CliftonStrengths Top 5 report is here for you. Check out the quick videos to discover more about what your strengths mean! You can schedule an appointment with PLACE to talk more about how these strengths relate to your future career.

Want to learn more about your top strengths? Check out the [Theme Thursday](#) videos on Youtube to learn more.

Haven't completed Strengths yet? [Request a code](#) to discover more about your unique strengths and how they set you apart.

Job and Internship Opportunities


Want to know about these opportunities first? Be sure to join the [PLACE group on LinkedIn!](#) Find out more, including full time opportunities, on the platform.


Capital One's Finance Internship Program Summer 2025


The Finance Intern Program looks for inventive, passionate interns with a diversity of perspectives and backgrounds who want to be change agents as we transform our customer's relationships with money and finances. You will have the opportunity to hone your analytical and quantitative skills, use data visualization tools, and drive new insights through specific project-based work.

Ready to take your own steps to launch a successful career? Apply to Capital One's Finance Internship Program today. <https://lnkd.in/eWGIFdKs>

[Morgan Stanley](#) 2025 Technology Summer Analyst Program apps are open!

 Applications are open to:
- students who graduate Fall 2025 or later
- have a minimum 3.0 cumulative GPA.

 Application link by city:

 Alpharetta/Atlanta - <https://lnkd.in/er3-z4XG>

 New York City - <https://lnkd.in/erVwNJgZ>

 Boston - <https://lnkd.in/eKh5macZ>

Arnold & Porter [Legislative & Public Policy Clerk](#)

[Vanguard 2025 Internship and Full-time Opportunities](#) - postings go live August 1st

[2025 JPMorgan Chase Fintech Programs](#)

Thomas R. Pickering Foreign Affairs Graduate Fellowship - apps due September 26, 2024.

The Fellowship seeks individuals dedicated to promoting positive global change as U.S. diplomats in the U.S. Department of State Foreign Service. Selected fellows will receive support for graduate school, internships, and professional development, leading to a rewarding career as a Foreign Service Officer representing the United States. Applicants must be college seniors or graduates from any academic discipline aiming to start graduate school in fall 2025.

For more information, the online application, and details on upcoming events, please visit: https://lnkd.in/eikECR_n

Associated Press Elections Project

The Associated Press is offering students and faculty throughout the country the opportunity to participate in a nationwide pool of special AP Vote Entry Operators (VEOs) to work remotely with AP in gathering and processing voting results from across the entire United States this summer and through the General Election in November and beyond. Ultimately approximately 1,000 students will be selected from this pool and paid \$17.00/hour to be trained and tabulate results.

Students (and interested faculty) will be gathering the actual voting returns reported by AP stringers from every part of the United States, helping AP inform citizens of the actual voting results, not predictions, estimates or exit polls. The Associated Press is the only news organization that reports on elections nationwide, down to the county and town level, gathering voting results and passing them along to member news organizations and customers.

While students can apply for participation at any time, those wishing to obtain positions this summer and for the General Election should submit their applications as soon as possible to give AP time to process them and include them in paid training sessions being held three times a week from now until the fall 2024.

Applicants should email their contact information (name, email address, cell phone number) to VEOpool@AP.org. AP will contact them directly to determine their availability for specific training dates and to ensure they have the appropriate computer capabilities to participate.

If you are interested in more information, including our history, please visit [Counting the vote: Precision and speed above everything | The Associated Press \(ap.org\)](https://www.ap.org/history).

Handshake Highlights

Reporter/Multi-Media Journalist with Lockwood Broadcast Group

<https://roanoke.joinhandshake.com/edu/jobs/9098810>

WCAV in Charlottesville, VA, is currently recruiting a reporter/multi-media journalist.

We are searching for a reporter/multi-media journalist who is superior at enterprising and producing compelling news stories and live shots. The ideal candidate will be creative, positive, and open-minded to learning every aspect of storytelling and broadcast news production. We offer a great environment to learn and grow, including anchoring and producing opportunities. Charlottesville consistently ranks as one of the best places to live in the United States. The city is set against the beautiful Blue Ridge Mountains and the University of Virginia gives the area a youthful and cosmopolitan feel.

Job Requirements:

- BA/BS in journalism, communications, or related field
- 2 years of experience preferred, open to recent graduates with strong internship experience
- Experience in video journalism, writing, editing, and content management systems
- Understanding the tenets of professional journalism
- Ability to turn packages daily
- Ability to generate creative, engaging, content-driven live shots
- Strong social media skills, including an active presence on Twitter and Facebook
- Knowledge of ENPS, Edius, and LIVEU is a plus
- Producing experience a plus
- Organizational skills and the ability to work under constant time pressure deadlines

- Ability to calmly handle live, breaking news situations and changing events

Charlottesville TV LLC is a proud member of the Lockwood Broadcast Group. Pre-employment drug screen, driving record, and background check required. No phone calls.

Please send cover letter and resume to Dan Schutte, News Director at: dschutte@cbs19news.com

Administrative Assistant to the Director of Finance with Montgomery County Schools
<https://roanoke.joinhandshake.com/edu/jobs/9101131>

The Montgomery County School Board, Virginia, is now accepting applications for an Administrative Assistant to the Director of Finance - Position Control. The individual will provide assistance to the Director of Finance in the areas of position control, budget facilitation, purchasing, and financial reporting.

PRIMARY RESPONSIBILITIES:

- Provides assistance to the Director of Finance in preparation of monthly budget reports
- General office duties
- Deals with department heads, school personnel, and community members
- Maintains appropriate general office files and financial records
- Collects information for various reports.
- Develops, coordinates and implements position control processes.
- Maintains the position request database for transactions, providing database oversight, and monitoring for accuracy and consistency across school locations.
- Works with Human Resources to develop, implement, and maintain a streamlined position approval program for designated classifications and maintains documentation of standards for approvals.
- Administers position management and related systems
- Monitors position changes for budget impact to ensure adherence to financial goals and objectives.
- Assists in the planning and development of the fiscal year budget.
- Processing incoming checks, and payments
- Utilizing the VDOE OMEGA grant application and reimbursement system
- Other duties as assigned and appropriate for specific Administrative Assistant position

Summer 2025 Internship with National Ground Intelligence Center
<https://roanoke.joinhandshake.com/edu/jobs/9108140>

This paid internship position is with the National Ground Intelligence Center (NGIC), located in Charlottesville, VA. The StudINT Internship Program is open to currently enrolled undergraduate sophomores and juniors, masters, and Ph.D. candidates from all majors. Relocation costs are not provided.

Specific Duties

Serve as an Intelligence Aid and will be provided with on-the-job training designed to familiarize the incumbent with specific intelligence functions, operations, and responsibilities.

Performs progressively responsible assignments requiring the application of specific knowledge and professional and/or management theories, principles, and practices.

Conditions of Employment

You must be a US Citizen

Must complete a Special Background investigation and receive a favorable adjudication by a determining authority. Must obtain and maintain a Top-Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal.

Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.

How to Apply

Find more information about the internship and how to apply on the NGIC Careers site here:

<https://www.usaincom.army.mil/MSCs/NGIC/Careers-at-NGIC/>

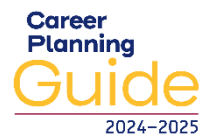
Applicants will need to upload their resume and unofficial transcripts to the HireVue platform to be considered for the 2025 Summer Internship.

Did you know?



There are 17,500 jobs and internships currently posted to Handshake.

24/7 Resource



Have a quick career question? Want to see example resumes or cover letters? Check out the '24-'25 [Career Planning Guide](#).

We're social!



Check us out on [Facebook](#), [Instagram](#), and [LinkedIn](#).

Interviewing?



Need a quiet space to work or interview? [Contact us](#) to reserve the sunporch or studio!

Have questions?

Schedule an appointment through Handshake

PLACE

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