

September 18, 2023



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

[- Upcoming PLACE events](#)

[- Deloitte Future of Work Institute - Registration closes on Thursday!](#)

[- New PLACE Resource: Career Planning Guide](#)

[- Don't want to schedule an appointment? Catch us Tuesday mornings at Rooney's Brews or join us at PLACE for Walk-In Wednesdays](#)

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Want more regular updates? Join the PLACE group on [LinkedIn!](#)

Upcoming PLACE Events

Plan for your fall with PLACE! Registration and additional details are available for the events on [Handshake.](#)

[Using LinkedIn for Your Job and Internship Search](#) - Tuesday, September 26th at 7 PM: Join Lasse Palomaki for this interactive session focused on using LinkedIn as a key part of your internship and job search. From attracting recruiters to your profile to building relationships with key players in your target organizations, LinkedIn provides career-changing opportunities for those students who understand how to use it to their advantage. This workshop will take your LinkedIn presence from a passive bystander to an active connector – all without publishing a single post.

[RC Job and Internship Fair](#) - Wednesday, September 27th from 4:30-6:30 PM: All students are encouraged to attend to speak with business representatives and human resource officials to learn of upcoming internship and full-time job openings. Need a LinkedIn Headshot? Come dressed professionally for our LinkedIn photo booth. Connect with PLACE before the event to work on your resume and elevator pitch before connecting with companies like Family Service of Roanoke, ESS, Robertson Marketing Group, US Army, Appalachian Service Project, Bradley Free Clinic, Branch, Carilion Clinic, Brown Edwards, Merrill Lynch, and more!

[Roanoke Region Intern and Early Career Expo](#) - Wednesday, October 4th 4:30-7 PM at the Taubman Museum in Downtown Roanoke:

Are you eager to gain hands-on experience, develop new skills, and take a significant step toward building a successful career?

If so, we encourage you to attend the annual [Roanoke Region Intern & Early Career Talent Expo](#). Sign up below to join the event connecting talented college students and recent graduates, with prestigious regional organizations and top employers offering enriching internship and entry-level opportunities right here in the Roanoke Region.

Deloitte Future of Work Institute

Juniors and seniors are invited to apply to join the [Deloitte Future of Work Institute](#) at Roanoke College October 5th and 6th. Apply for your spot [here](#). There are only a few spots remaining and registration will close on September 21st!

2023-2024 Career Planning Guide

Have a quick career question? Want to see example resumes or cover letters? Curious about how to talk about your identity through your job search? Check out the new PLACE Career Planning Guide [here](#)!

Stop by for Rooney's Reviews or Walk-In Wednesdays

Don't want to schedule an appointment? Have a quick question? Catch us at Rooney's Brews on Tuesdays from 9:30 - 10:30 AM for Rooney's Reviews or on Wednesdays from 1-4 PM for Walk-In Wednesdays at PLACE. See you soon!

Internship Opportunities

American Junior Golf Association Internships

Are you looking for an internship in the sports industry that gives you the opportunity to travel, build network connections, and gain valuable experience to push your career forward? The American Junior Golf Association (AJGA) is accepting applications for the 2024 Spring and Summer Internship program!

You'll be working in a team dynamic daily, traveling to numerous championship golf courses helping conduct over 130 tournaments, and will have ample networking opportunities, which is the backbone of being successful in the sports industry. For each season, the following positions are available:

Communications Intern

- Execute social media plan, shoot/edit photography and video and write and publish website stories.
- Work with local media and facilitate sponsor branding.
- Officiate on-course, starting and scoring of players, and tournament execution.

Operations Intern

- General tournament set-up, execution, and breakdown of tournaments
- Officiate on-course, starting and scoring of players, enforcing Pace of Play
- Operate and maintains company vehicles and equipment inventory

AJGA interns are paid and can use the internship for school credit if applicable. All travel and lodging are covered along with some food costs during the duration of the internship. The AJGA only hires full-time from the program, which 86% of our staff participated in.

Dates of Importance

Spring Internship

Internship runs from March 4 – May 7

Application due October 16

Summer Internship

Internship runs from May 13 – September **End dates can be accommodated based on return to school.*

Application due January 5

Traveling the country isn't for everyone, so the AJGA does offer in-house internships at our National Headquarters in Braselton, GA in the following departments: Communications, Player Services and Finance. Applications will open December 4 for these opportunities and more details can be found on our website.

To learn more and apply for the opportunity, visit [AJGA Careers](#) and follow along with us via [@AJGACareers](#) on Instagram and Twitter or contact Sydney Della Flora, Manager of Recruiting at sdellaflora@ajga.org.

Coca-Cola Internship

Do you aspire to grow your career in Sales Operations?

We are offering a Sales Operations Internship in Charlotte, NC this summer!

This program is intended to provide undergraduate students with real-life, high-impact experience supporting our Sales Operations teammates and create a career pathway for full-time employment upon successful completion of the program.

Ideal candidates meet the following qualifications:

- Rising juniors and seniors in a 4-year degree program with Sales, Marketing, or Business Administration majors / minors
- Aspires to transition into Sales Operations roles after graduation.
- Openness to post-graduation relocation within our territory is preferred.

Job Overview

The Seasonal Intern will assist with assigned project work. The work will include the tactical execution of outlined project deliverables.

Duties & Responsibilities

- Assists with the preparation and delivery of project materials
- Perform analysis of data and assists with data entry
- Prepare and gives presentations
- Collaborate with the cross-functional team on projects
- Performs other duties as assigned

Knowledge, Skills, & Abilities

- Must possess excellent organizational, communication and time management skills
- Strong MS Office computer skills are also desired

Minimum Qualifications

Interns must have completed at least their sophomore year in college

Army Civilian Paid Summer Internships

As a Student Trainee (Contracting), the incumbent will work under closer supervision performing assignments and completing training. At the full-performance level, you will be expected to:

Assist Contracting and Procurement personnel in such tasks as maintaining contract files on a continuing basis.

Review or edit a wide variety of procurement documents.

Compile data and information needed by contract negotiators, contract administrators or other specialists.

Assist in researching and collecting information to perform tasks to learn the basic methods, procedures and techniques of the contracting and procurement function.

The Student Intern Program offers post-secondary students 12 weeks of full-time employment, up to 480 hours, during the summer months. Approximate employment dates are end of May through mid-August. Actual length of employment is contingent upon budget and workload. Employment is intended to continue each subsequent year during the summer months while the student is enrolled in a degree program.

MAY be non-competitively converted to a career/career-conditional appointment within 120 days of successful completion of academic program.

The Forage

Looking to develop skills employers are interested in? Check out [The Forage](#), a platform which hosts free virtual experiences designed and delivered by leading companies, like Accenture, J.P. Morgan, KPMG, Lululemon, Verizon, and many more.

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.

Handshake Highlights

Business Development Intern

<https://roanoke.joinhandshake.com/edu/jobs/8231527>

The Business Development (BD) Intern will provide support on a variety of different avenues. This role will cover a large variety of function including research, recruitment support and overall administrative functions to support the department. This internship will require a minimum commitment of 25 hours per week with a flexible schedule and is presently remote due to the COVID-19 pandemic. This is a paid position.

Responsibilities:

- Support the Opportunity Managers with proposal preparation and development.
- Provide administrative support through note taking, completing research, and developing proposal documents.
- Support long term and short-term proposal efforts both in capture and live proposals.
- Post job descriptions on internal and external websites.
- Assist with recruitment for international jobs and proposals by arranging interviews, corresponding with candidates, and helping coordinate reference checks.
- Manage and update recruitment database.
- Format, write, and edit CVs.
- Respond to general inquiries about MSI and our business development team.
- Provide additional support to the business development unit as needed.

Qualifications:

- Currently enrolled in a Bachelor's degree program required. Completion of Bachelor's degree preferred.
- Minimum one year of relative experience preferred.
- Strong Microsoft Office Suite skills required.

- Professional demeanor and communication skills, especially via email and by phone.
- Attention to detail and ability to prioritize within a multi-tasking environment.
- Strong organizational skills.
- Knowledge of Microsoft Office applications and the ability to learn new software programs quickly, strong background in Microsoft Excel preferred.
- Fluency in English, both written and verbal, required, proficiency in a second language preferred.

Markets Quantitative Research Analyst & Associate Program - Summer Internship

<https://roanoke.joinhandshake.com/edu/jobs/8156990>

Key skills include:

- Enrolled in a Bachelor's, Master's or a PhD program in a relevant field such as mathematics, statistics, physics, engineering, computer science or data science/machine learning
 - Expected graduation date December 2024 through August 2025
 - Foundational knowledge of and proficiency in one or more programming languages - Python 2,3, C++
 - Analytical, quantitative and problem solving skills, as well as demonstrated research skills
 - Ability to thrive in a dynamic, collaborative work environment
 - Excellent interpretive skills and the ability to present findings to a non-technical audience
 - Commitment towards advancing a diverse and inclusive environment
 - Attend college/university in the U.S.
- Candidates will be eligible for Analyst or Associate programs based on their academic experience: Candidates enrolled in a Bachelor's or Master's program shorter than 2 years will be eligible for Analyst level positions.

Additional desirable skills:

- Knowledge of options pricing theory, trading algorithms, or demonstrated interest in finance through coursework or prior experience
- Confidence and initiative to take on responsibility and manage your own projects.
- Knowledge of machine learning / data science theory, techniques and tools

Sports Performance Coach

<https://roanoke.joinhandshake.com/edu/jobs/8239391>

Gain hands-on experience and work closely with athletes in sports performance sessions, adult-semiprivate training and with local youth and collegiate level teams. Daily responsibilities will include, but are not limited to:

- Assisting with supervision and execution of performance programs.
- Assisting with daily operations and facility/equipment maintenance.
- This internship position requires occasional traveling for team training. Intern must be able to travel in order to assist N2X coaching staff accordingly.
- Professional development, including various educational assignments during the internship.
- Data input and analysis.
- Responsibilities will be assigned as they are earned. Interested applicants must exhibit effective communication skills, positive energy, attention to detail, sense of urgency and strong work ethic.

Qualifications: Currently pursuing Bachelors/Masters in Exercise Science or related field, certified (pursuing) in CPR/First Aid, a strong desire to become a strength and conditioning coach in either the collegiate level or private sector and proficient at technology.

Did you know?

Handshake

There's over 12,000 jobs and internships currently posted to Handshake.

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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