JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Alcohol and Tobacco Commission		**BU:** 00230
Division: Alcohol - All	**Section/District:**	
Job Title: Intern		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Chairman Alex Huskey		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date : 01/12/2012	

Purpose of Position/Summary:

The Governor's Summer Intern will work on several projects within various departments of Alcohol and Tobacco Commission. This is to provide an opportunity for college intern students to receive hands-on work experience in their program. The intern will assist with special assignments related to his/her major area of concentration.

Essential Duties/Responsibilities:

Pull files for processors within 24 hours after receiving applications.
File Local Board voting sheets.
File Re-issue requests.
File Extension files.
File Renewals
Refill processing files after processors are done with their duties.
Pick up mail, sort out and deliver to responsible person.
Pick up permits from Dept. of IOT, sort out and give those to processors.
Sort out advertising, make copies and give to respective processors.
File papers for (GHQ) excise.
Records retention and records management for law enforcement entities

Job Requirements:

Candidate must posses a general understanding of Criminal Justice methods.
Ability to communication effectively;
Ability to research and document findings;
Ability to effectively prioritize a variety of projects/functions;
Ability to establish and maintain effective working relationships with all levels of management;
Ability to maintain confidentiality;
Ability to work independently;
Ability to organize thoughts and ideas in a logical manner;
Ability to plan and organize the work of other interns;

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Intern utilizes numerous guidelines in performing their assigned duties.

Responsibility:

Intern reports to the Appointing Authority and may work independently at times.

Personal Work Relationships:
Intern will work with immediate supervisor, office staff, Excise, other agencies and the general public at time.

Physical Effort:
Physical activities typically consist of lifting, squatting, twisting and bending.

Working Conditions:
The intern will normally work within an office environment.

INDIANA STATE BOARD OF ANIMAL HEALTH

Animal Sciences Student Intern

Incumbent works for the State Board of Animal Health performing veterinary work in the enforcement of the state's animal disease control, food safety or biosecurity programs. Incumbent's duties will involve performing animal health tasks under the supervision of a BOAH veterinarian.

I. DUTIES

Performs a variety of inspections on animals for diseases and pests to ensure that the livestock and/or animals meet State and Federal animal health or exhibition standards.

Performs other regulatory inspections related to animal health, food safety, and biosecurity.

Orders the rejection of animals presented for exhibition at fairs, shows and exhibitions that are not in compliance with State and Federal animal health or exhibition standards.

Under the supervision of a BOAH veterinarian, collects samples from livestock and other animals and prepares specimens for shipment and laboratory testing.

Maintains and submits a variety of records and reports on all phases of activities.

Conducts investigations with local and state authorities on suspect cases of animal disease or inadequate care as directed by the State Veterinarian.

Performs other food safety and homeland security tasks.

Maintains the security and up keep of all state and federal equipment used in the accomplishment of daily activities.

Other duties as assigned.

II. KNOWLEDGE REQUIRED BY THE POSITION

General knowledge of animal husbandry and animal industry practices as acquired through a regular course of study as a 3rd or 4th year student in an animal science degree program.

Ability to learn and perform tissue/serum sample collections.

General knowledge of pertinent Federal and State laws and regulations.

Ability to secure compliance with laws and regulations firmly, tactfully, and impartially.

Ability to establish and maintain effective working relationships with associates; farmers and livestock operators; local, state and federal government representatives; and the general public.

Ability to communicate tactfully and firmly with a variety of different people encountered on the job in an effective manner.

Ability to use current technology in the performance of the assigned duties including laptop computers, digital cameras, GPS devices, etc.

Possess a current motor vehicle operator's license.

Must be enrolled in and in good standing in an accredited program that will lead to a Bachelor's degree with a major or minor in animal science.

III. DIFFICULTY OF WORK

Assignments involve a variety of problems in the field of animal disease control. Many animal inspections follow standardized procedures to identify animal diseases. Judgment, however, is exercised in determining if the health of animals complies with acceptable standards. Incumbent exercises judgment in applying Federal and State guidelines and regulations. Incumbent makes recommendations or has final authority for the animal inspections, and for rejecting for exhibition of diseased, suspect or exposed animals. Incumbent carries out assignments under the general supervision of the Board of Animal Health to ensure that the programmatic goals and policies of the agency are accomplished. Incumbent may refer a problem to a BOAH veterinarian. Assignments may be in either an office or formal laboratory setting or in a field setting, e.g. exhibition, farm, food plant, etc. Work will include working with live domestic and wild animals in a clinical, laboratory, field or farm setting. Overtime is necessary as required. Instate travel may necessitate overnight stays away from home.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent must work tactfully with veterinarians; local, state and federal regulatory personnel; animal health specialists; animal owners, managers, agents, dealers; and the public in order to obtain their cooperation. These contacts are regular and recurring and require cooperative problem solving abilities in working to identify animal diseases and in working with the public to maintain the health of companion animals and Indiana farm animals.

V. SPAN OF CONTROL

Incumbent may direct the efforts of animal owners and laborers assisting with the control of animals presented for inspection.

VI. TIMELINE

The internship will begin May 12, 2014 with an introduction of the department. Various projects will be assigned from the beginning of the internship. The internship will end when the student needs to leave or at the end of twelve weeks whichever is first.

VII. OTHER

- BOAH central office is located on the Indiana State Fairgrounds in Discovery Hall which sits just east of the 4-H Exhibition building. (This office is not located at the downtown Indiana Government Center.)
- Office hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

VIII. TO APPLY

Visit the state of Indiana's job bank to create a profile and submit and online application: http://www.in.gov/spd/2334.htm.

INDIANA STATE BOARD OF ANIMAL HEALTH

Veterinary Student Intern (2 positions available)

Incumbent works for the State Board of Animal Health performing veterinary work in the enforcement of the state's animal disease control, food safety or biosecurity programs. Incumbent's duties will involve performing veterinary medicine and animal health tasks under the supervision of a BOAH veterinarian.

I. DUTIES

Performs a variety of inspections on animals for diseases and pests to ensure that the livestock and/or animals meet State and Federal animal health or exhibition standards.

Performs other regulatory inspections related to animal health, food safety, and biosecurity.

Orders the rejection of animals presented for exhibition at fairs, shows and exhibitions that are not in compliance with State and Federal animal health or exhibition standards.

Under the supervision of a BOAH veterinarian collects samples from livestock and other animals and prepares specimens for shipment and laboratory testing.

Maintains and submits a variety of records and reports on all phases of activities.

Conducts investigations with local and state authorities on suspect cases of animal disease or inadequate care as directed by the State Veterinarian.

Performs other food safety and homeland security tasks.

Maintains the security and up keep of all state and federal equipment used in the accomplishment of daily activities.

Other duties as assigned.

II. KNOWLEDGE REQUIRED BY THE POSITION

General knowledge of the principles and practices of veterinary medicine as acquired through a regular course of study as a first or second year student in an accredited Doctor of Veterinary Medicine program.

Ability to identify selected animal normal and abnormal conditions based upon physical examination as learned through a regular course of study as a first or second year student in an accredited Doctor of Veterinary Medicine program.

Ability to learn and perform tissue/serum sample collections.

General knowledge of pertinent Federal and State laws and regulations.

General knowledge of animal husbandry and animal industry practices in the state.

Ability to secure compliance with laws and regulations firmly, tactfully, and impartially.

Ability to establish and maintain effective working relationships with associates; farmers and livestock operators; local, state and federal government representatives; and the general public.

Ability to communicate tactfully and firmly with a variety of different people encountered on the job in an effective manner.

Ability to use current technology in the performance of the assigned duties including laptop computers, digital cameras, GPS devices, etc.

Possess a current motor vehicle operator's license.

Must be enrolled in and in good standing in an accredited program leading to a Doctor of Veterinary Medicine degree.

III. DIFFICULTY OF WORK

Assignments involve a variety of problems in the field of animal inspection. Many animal inspections follow standardized procedures to identify animal diseases. Judgment, however, is exercised in determining if the health of animals complies with acceptable standards. Incumbent exercises judgment in applying Federal and State guidelines and regulations. Incumbent makes decisions regarding the clinical presentation of disease in animals. Incumbent makes recommendations or has final authority for the animal inspections, and for rejecting for exhibition of diseased, suspect or exposed animals. Incumbent carries out assignments under the general supervision of the Board of Animal Health to ensure that the programmatic goals and policies of the agency are accomplished. Incumbent may refer a problem to a BOAH veterinarian. Assignments may be in either an office or formal laboratory setting or in a field setting, e.g. exhibition, farm, food plant, etc. Work will include working with live domestic and wild animals in a clinical, laboratory, field or farm setting. Overtime is necessary as required. Instate travel may necessitate overnight stays away from home.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent must work tactfully with veterinarians; local, state and federal regulatory personnel;, animal health specialists; animal owners, managers, agents, dealers; and the public in order to obtain their cooperation. These contacts are regular and recurring and require cooperative problem solving abilities in working to identify animal diseases and in working with the public to maintain the health of companion animals and Indiana farm animals.

V. SPAN OF CONTROL

Incumbent may direct the efforts of animal owners and laborers assisting with the control of animals presented for inspection.

VI. TIMELINE

The internship will begin May 12, 2014 with an introduction of the department. Various projects will be assigned from the beginning of the internship. The internship will end when the student needs to leave or at the end of twelve weeks, whichever is first.

VII. OTHER

- BOAH central office is located on the Indiana State Fairgrounds in Discovery Hall which sits just east of the 4-H Exhibition building. (This office is not located at the downtown Indiana Government Center.)
- Office hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

VIII. TO APPLY

Visit the state of Indiana's job bank to create a profile and submit and online application: http://www.in.gov/spd/2334.htm.

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant		
Agency: Indiana Department of Child Services (DCS)		**BU:** 00502
Division: Communications	**Section/District:**	
Job Title: Governor's Summer Intern		**Job Code:** 2WST
Working Title (if different from above): Communications and Community Outreach Intern		
Reports To: Communications Director		
FLSA Status: ☒ Non-Exempt (OT Eligible) ☐ Exempt	**Effective Date:** Summer 2014	

Purpose of Position/Summary:

This position will serve as a Communications and Community Outreach Intern for the Communications Division of the Indiana Department of Child Services (DCS). The Intern will be responsible for a variety of Division projects and support. The objective of the position is to provide a valuable learning experience for the intern, as well as to assist the Agency in completing their assignments and responsibilities. The Intern will report to James Wide, Communications Director.

Essential Duties/Responsibilities:

- Develop community outreach efforts by the DCS Director, Deputy Directors, Regional Managers and Local Office Directors; prepare monthly reports summarizing outreach efforts
- Partner with Executive Office Staff to plan major, statewide events
- Draft presentations on various topics as identified by the Executive Office, Media Relations Liaison and/or Community Outreach Manager for use by local office staff in presenting to the community
- Complete advance work and manage the travel schedule for the DCS Director including coordinating with Regional Managers, Deputy Directors and the Director to schedule stakeholder meetings, preparing talking points and tracking meetings
- Partner with the Community Outreach Manager to assist local DCS offices with development of outreach plans
- Identify topics / articles to incorporate into social media editorial calendar
- Assist with drafting of joint news releases by DCS and local law enforcement agencies
- Participate and contribute to bi-weekly communication planning meetings

Job Requirements:

- Working towards a Bachelors Degree in a public relations or related field
- Relevant work experience preferred
- Proficient in PowerPoint and presentation design/development
- Excellent writing and editing skills
- Basic knowledge of the mission and role of DCS
- Basic understanding of state policies, procedures, rules, and regulations
- Broad knowledge of state government structure, administrative procedures and the legislative process
- Proficient in use of Excel and creation of database tools
- Ability to research, draft, and edit data and reports
- Analytical skills
- Ability to handle multiple projects
- Excellent interpersonal and communication skills suitable for a wide variety of contacts
- Confidence and ability to learn on the job and adapt quickly to changing circumstances

Difficulty of Work:
The Intern's work is broad in scope and requires the ability to work with many different individuals. The work requires the strong ability to manage one's own time and to adequately prioritize job responsibilities.

Responsibility:
The intern will be responsible for assisting the Communications Division with development and implementation of its community outreach initiatives. The intern will be assigned specific projects and work assignments. Work and recommendations will be made to the division director.

Personal Work Relationships:
Duties will necessitate working closely with co-workers and potentially individuals outside the Agency.

Physical Effort:
Position does not require any effort greater than normal office duties.

Working Conditions:
Involves normal office working environment.

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant		
Agency: Indiana Department of Child Services (DCS)		**BU:** 00502
Division: Field Operations	**Section/District:**	
Job Title: Governor's Summer Intern		**Job Code:** 2WST
Working Title (if different from above):		
Reports To: Deputy Director of Field Operations		
FLSA Status: ☒ Non-Exempt (OT Eligible) ☐ Exempt	**Effective Date:** Summer 2014	

Purpose of Position/Summary:

This position will serve as an Intern for the Field Operations Division of the Indiana Department of Child Services (DCS). The Intern will be responsible for a variety of division projects and support. The objective of the position is to provide a valuable learning experience for the intern, as well as to assist the agency in completing their assignments and responsibilities. The Intern will report to Deputy Director of Field Operations.

Essential Duties/Responsibilities:

- Research best practice in treatment for prescription drug and opiate epidemic.
- Research states that have been successful in retention of staff.
- Assist with creation of data reports making them user friendly for the field.
- Researching states for DV programs and data that supports who has better programs.
- Looking at biennial plans for commonalities.
- Research more effective use of CANS in clinical staffing.
- Research states that have implemented and measured trauma informed care.

Other duties as assigned

Job Requirements:

- Working towards a Bachelors Degree in child welfare, human services, public affairs, or related field
- Relevant work experience preferred
- Basic knowledge of the mission and role of DCS
- Basic understanding of state policies, procedures, rules, and regulations
- Knowledge of state government structure, administrative procedures, and the legislative process
- Ability to research, draft, and edit data and reports
- Analytical skills
- Ability to handle multiple projects
- Ability to operate computer tools
- Good research and writing skills
- Good interpersonal and communication skills suitable for a wide variety of contacts
- Confidence and ability to learn on the job and adapt quickly to changing circumstances

Difficulty of Work:

The Intern's work is broad in scope and requires the ability to work with many different individuals. The work requires the strong ability to manage one's own time and to adequately prioritize job responsibilities.

Responsibility:

The intern will be assigned specific projects and work assignments. Work and recommendations will be made to the supervisor.

Personal Work Relationships:

Duties will necessitate working closely with co-workers and potentially individuals outside the agency.

Physical Effort:
Position does not require any effort greater than normal office duties.

Working Conditions:
Involves normal office working environment.

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant		
Agency: Indiana Department of Child Services (DCS)		**BU:** 00502
Division: Finance	**Section/District:**	
Job Title: Governor's Summer Intern		**Job Code:** 2WST
Working Title (if different from above): Finance Intern		
Reports To: Assistant Deputy Director of Cost and Revenue Analysis		
FLSA Status: ☒ Non-Exempt (OT Eligible) ☐ Exempt	**Effective Date:** Summer 2014	

Purpose of Position/Summary:

This position will serve as an Intern for the Finance Division of the Indiana Department of Child Services (DCS). The Intern will be responsible for a variety of Division projects and support. The objective of the position is to provide a valuable learning experience for the intern, as well as to assist the Agency in completing their assignments and responsibilities. The Intern will report to Assistant Deputy Director of Cost and Revenue Analysis.

Essential Duties/Responsibilities:

- Analysis of revenue and expenditure data
- Analysis of funds
- Research of various topics
- Assistance with Central Eligibility projects related to analyzing information and fiscal data in order to complete the eligibility determination processes

Job Requirements:

- Working towards a Bachelors Degree in Public Administration, Business Administration, Economics, Accounting or a related field.
- Relevant work experience preferred
- Some knowledge of the budgetary process, the State's accounting principles and procedures, and state rules and regulations.
- Broad knowledge of state government structure, administrative procedures and the legislative process.
- Analytical and quantitative skills including knowledge of finance, accounting, statistics and economics.
- Ability to operate computer tools.
- Good research and writing skills.
- Good interpersonal and communication skills suitable for a wide variety of contacts.
- Basic knowledge of the mission and role of DCS
- Basic understanding of state policies, procedures, rules, and regulations
- Ability to handle multiple projects
- Confidence and ability to learn on the job and adapt quickly to changing circumstances

Difficulty of Work:

The Intern's work is broad in scope and requires the ability to work with many different individuals. The work requires the strong ability to manage one's own time and to adequately prioritize job responsibilities.

Responsibility:

The Intern will make recommendations to the division director regarding contract tools and enforcement procedures for which the intern will be the primary researcher. The intern will be involved in the development of the monitoring tools based on recommendation.

Personal Work Relationships:
Duties will necessitate working closely with co-workers and potentially individuals outside the Agency.

Physical Effort:
Position does not require any effort greater than normal office duties.

Working Conditions:
Involves normal office working environment.

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant		
Agency: Indiana Department of Child Services (DCS)		**BU:** 00502
Division: Legal Operations	**Section/District:**	
Job Title: Governor's Summer Intern		**Job Code:** 2WST
Working Title (if different from above):		
Reports To: General Counsel		
FLSA Status: ☒ Non-Exempt (OT Eligible) ☐ Exempt	**Effective Date:** Summer 2014	

Purpose of Position/Summary:
This position will serve as an Intern for the Legal Operations Division of the Indiana Department of Child Services (DCS). The Intern will be responsible for a variety of Division projects and support. The objective of the position is to provide a valuable learning experience for the intern, as well as to assist the agency in completing their assignments and responsibilities. The Intern will report to General Counsel

Essential Duties/Responsibilities:
- Track all the contractual projects occurring during the summer going on this summer.
- Document changes in relationships with residential providers and licensed child placing agencies brought about by current litigation.
- Assist in organizing monthly Continuing Legal Education event.
- Other duties as assigned

Job Requirements:
- Working towards a Bachelors Degree in a related field
- Relevant work experience preferred
- Basic knowledge of the mission and role of DCS
- Basic understanding of state policies, procedures, rules, and regulations
- Knowledge of state government structure, administrative procedures and the legislative process
- Ability to research, draft, and edit data and reports
- Ability to handle multiple projects
- Ability to operate computer tools
- Good research and writing skills
- Good interpersonal and communication skills suitable for a wide variety of contacts
- Confidence and ability to learn on the job and adapt quickly to changing circumstances

Difficulty of Work:
The Intern's work is broad in scope and requires the ability to work with many different individuals. The work requires the strong ability to manage one's own time and to adequately prioritize job responsibilities.

Responsibility:
The Intern will be assigned specific projects and work assignments. Work and recommendations will be made to the General Counsel and Deputy General Counsels.

Personal Work Relationships:
Duties will necessitate working closely with co-workers and potentially individuals outside the agency.

Physical Effort:
Position does not require any effort greater than normal office duties.

Working Conditions:
Involves normal office working environment.

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant		
Agency: Indiana Department of Child Services (DCS)		**BU:** 00502
Division: Permanency and Practice Support	**Section/District:**	
Job Title: Governor's Summer Intern		**Job Code:** 2WST
Working Title (if different from above): DCS Permanency and Practice Support Intern		
Reports To: Deputy Director of Practice Support		
FLSA Status: ☒ Non-Exempt (OT Eligible) ☐ Exempt	**Effective Date:** Summer 2014	

Purpose of Position/Summary:

This position will serve as an Intern for the Permanency and Practice Support Division of the Indiana Department of Child Services (DCS). The Intern will be responsible for a variety of Division projects and support. The objective of the position is to provide a valuable learning experience for the intern, as well as to assist the Agency in completing their assignments and responsibilities. The Intern will report to Deputy Director of Practice Support.

Essential Duties/Responsibilities:

- Assist with Front End System improvement project by providing support to Evaluator through data collection, communication with other divisions/agencies, collection of policies/research/laws.
- Compile research of child welfare best practices, federal and state laws, and write meaningful summaries to provide to Field staff.
- Enhance Practice Support Sharesite
    - Gather permanency success stories throughout the Field and display in a reader-friendly manner
    - Display research summaries in a reader-friendly manner, with links to full research articles and statutes.
    - Review entire Sharesite and make recommendations for improvement
- Participate in and shadow any practice/initiative necessary to assist in completing duties

Job Requirements:

- Working towards a Bachelors Degree in a social services, psychology, informatics, or related field
- Relevant work experience preferred
- Basic understanding psychological/social science related statistics
- Relevant knowledge and expertise of Child Welfare
- Ability to locate, understand and evaluate child welfare best practice research and laws
- Excellent writing and editing skills
- Excellent communication and interpersonal skills suitable for a wide variety of contacts
- Ability to relate to diverse groups
- Ability to utilize personal vehicle and travel within the state limits
- Basic knowledge of the mission and role of DCS
- Basic understanding of state policies, procedures, rules, and regulations
- Ability to research, draft, and edit data and reports
- Analytical skills
- Ability to handle multiple projects
- Confidence and ability to learn on the job and adapt quickly to changing circumstances

Difficulty of Work:

The work performed will require critical thinking and analysis skills. The Intern will use knowledge of child welfare policies and practices in order to carry out the job duties. The Intern's work is broad in scope and

requires the ability to work with many different individuals. The work requires the strong ability to manage one's own time and to adequately prioritize job responsibilities.

Responsibility:
The Intern will assist with projects relating to the research and evaluation of child welfare best practices including statutes and laws in order to provide guidance and relevant information to Field staff as they carry out their duties. In addition, Intern will assist with an initiative to improve Indiana's front end system of child welfare. Guidance will be provided by management within the Practice Support division.

Personal Work Relationships:
The Intern will work with staff from the Practice Support division, as well as others from within the agency's central office.

Physical Effort:
Position does not require any effort greater than normal office duties.

Working Conditions:
Involves normal office working environment.

DNR Communications Video Intern

We are seeking a summer intern to work with the Department of Natural Resources Division of Communication as a multimedia specialist, specifically working with video production. The intern will be working with the division of Communication's video director to produce content for a variety of sources and audiences including the IDNRvideos YouTube channel, public displays across the state, *Outdoor Indiana* magazine, and materials provided for television news broadcast.

The internship will focus on learning to use video as a communications tool, video and audio production technique, and post production processes.

Candidates should have a passion for both the outdoors and storytelling. Some experience in video production or photography is preferred. Candidates should be well organized and willing to work some weekends and evenings and travel as needed.

Job Responsibilities

Assist Video Director with all aspects of production

Pre-production and planning

- Story development
- Contacting sources
- Scheduling interviews/visits
- Script writing as needed

Production

- Prepping/maintaining equipment
- Setting equipment/lighting
- Audio recording
- Camera operation
- Interviewing
- B-roll production

Post production

- Digital asset management
- Non-linear editing
- Graphics production
- Digital publication

In addition to assisting the video director, the intern will plan, shoot, edit and publish at least one project. Possible topics include:

- Fishing on the Ohio River
- State Park interpreters

- 90 Second Naturalist Series
- Geocaching
- Oil and Gas exploration
- Coal mine reclamation
- or another DNR related topic with approval

This is a field production environment. Applicants should be able to lift and carry 30 lbs in an outdoor environment and expect to work in most weather conditions. Some night and weekend work will be expected depending on production needs.

DNR Communications Video Intern

We are seeking a summer intern to work with the Department of Natural Resources Division of Communication as a multimedia specialist, specifically working with video production. The intern will be working with the division of Communication's video director to produce content for a variety of sources and audiences including the IDNRvideos YouTube channel, public displays across the state, *Outdoor Indiana* magazine, and materials provided for television news broadcast.

The internship will focus on learning to use video as a communications tool, video and audio production technique, and post production processes.

Candidates should have a passion for both the outdoors and storytelling. Some experience in video production or photography is preferred. Candidates should be well organized and willing to work some weekends and evenings and travel as needed.

Job Responsibilities

Assist Video Director with all aspects of production

Pre-production and planning

- Story development
- Contacting sources
- Scheduling interviews/visits
- Script writing as needed

Production

- Prepping/maintaining equipment
- Setting equipment/lighting
- Audio recording
- Camera operation
- Interviewing
- B-roll production

Post production

- Digital asset management
- Non-linear editing
- Graphics production
- Digital publication

In addition to assisting the video director, the intern will plan, shoot, edit and publish at least one project. Possible topics include:

- Fishing on the Ohio River
- State Park interpreters

- 90 Second Naturalist Series
- Geocaching
- Oil and Gas exploration
- Coal mine reclamation
- or another DNR related topic with approval

This is a field production environment. Applicants should be able to lift and carry 30 lbs in an outdoor environment and expect to work in most weather conditions. Some night and weekend work will be expected depending on production needs.

Proposed Job Description
Governor's Summer Internship Program

PURPOSE: Explore the potential application and appropriate usage of various social media as a means of public outreach and information dissemination for environmental regulatory services within the Department of Natural Resources. Specifically, the divisions of Water; Reclamation; Oil and Gas; Entomology and Plant Pathology; and, Historic Preservation and Archeology, all found in the Bureau of Regulatory Resources.

JOB/PROJECT DESCRIPTION: The outcome of the project will be a recommendation of whether social media has enhanced value in the environmental regulatory components of IDNR beyond those outlets already in use. That recommendation will examine and make recommendations on:

1. Target audience(s) and Product – who are the primary receivers, or most directly impacted by the different services? These are internal as well as external users. What are the primary needs or desired results of each audience and how might they best be served? Based upon target audience selection, then, what is the desired product for each group? How do we best reach the desired audience and deliver the best and highest quality product to that segment?

2. What structures and systems are currently in place to support or guide a particular style of messaging and product delivery? How might these successful delivery systems be used to advantage by the Bureau? What systems currently in place are working? What systems are currently not working or proving value added? Can those be amended to a useful status, or should they be avoided or even dropped? What rules or criteria are recommended to guide each media type for greatest effectiveness? What guidelines are already in place within the agency? Which are proving useful and which might need updating?

3. What are the various "social media" and what might be their different applications? How well staffed and resourced are the divisions and the Department to support this added workload? What levels of expertise would be required to first build and then to maintain these different options? Is that talent currently available on staff, or would additional staffing be necessary? What training might be employed to become proficient in the use of this media, either as a starting point or as ongoing familiarity to remain current with changing trends and tools? How much might this cost now and long term, and where might those funding sources be found?

FINAL PRODUCT: After a systemic review of the regulatory programs, how much if any value might be added to the public outreach services of the Bureau? If value is found, where is that value precisely and how might it be most effectively delivered and maintained on a long term basis? Finally, there is no pre-determined outcome or expectation attached to this exercise. "Do nothing" or "maintain the status quo" are acceptable recommendations, if no better suggestions can be outlined or supported.

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Department of Revenue		**BU:**
Division: Legal / Tax Policy	**Section/District:**	
Job Title: Legal Intern		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Deputy General Counsel		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date : May 13, 2013	

Purpose of Position/Summary:
The Governor's Summer 2013 Legal Intern will support the principle functions of both the Legal and tax Policy divisions. In addition to working on standard writing, research and communication assignments as assigned, the Intern will be responsible for creation and execution of a series of research projects.

Essential Duties/Responsibilities:
Intern's duties and responsibilities may include the following:
* consulting with the hearing officers, tax analysts, and other members of the Department of Revenue;
* interpreting and evaluating tax law, policies and procedures;
* providing written guidance in the form of advisory opinions, revenue rulings, letters of finding, and miscellaneous orders and memoranda; and
* participating in administrative hearings where each taxpayer is provided with the opportunity to fully explain the basis for that taxpayer's legal protest.

Job Requirements:
Must be enrolled at an accredited school of law. Must be proficient in MS Office applications, including Word, Excel and PowerPoint. Should have basic understanding of research principles.

Supervisory Responsibilities/Direct Reports:
No supervisory responsibilities

Difficulty of Work:
Intern must understand the principles of legal research and be able to coordinate with multiple parties to complete projects.The Intern must have the abilityt to work with diverse, sometimes high level constituencies, employing tact and diplomacy. Must have the ability to prepare accurate and error-free reports and correspondence.

Responsibility:
Intern works under the supervision of the Deputy General Counsel following general instructions. Candidate works independently from a an agreed-upon direction and uses general judgment in solving general problems. Work is reviewed routinely to ensure compliance with objectives and sound judgment.

Personal Work Relationships:
Good personal work relationships with community groups, co-workers, administrators, supervisors, division directors, other government agencies, etc., for the purposes of building and maintaining good rapport on behalf of the agency is crucial to this success of this role.

Physical Effort:
Minimal

Working Conditions:
Office. Must be able to use desktop computer and standard office applications.

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Department of Revenue		**BU:**
Division: Public Relations	**Section/District:**	
Job Title: Public Relations Intern		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Public Relations Project Manager		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date : May 13, 2014	

Purpose of Position/Summary:
The Governor's Summer 2014 Public Relations Intern will support the principle functions of public communication in the Public Relations Division. In addition to working on standard writing, research and communication assignments as assigned, the Intern will be responsible for creation and execution of a series of research projects.

Essential Duties/Responsibilities:
Intern's duties and responsibilities will include four major projects expected to consume approximately 60 percent of work time:
1. A major research project from development, execution, and reporting of findings and recommendations of a readership survey of employees on our two internal publications: HR News and The Revenuer.
2. In addition, the Intern will assist in evaluation research on the department's major public relations campaign conducted January through April for INfreefile. This evaluation will include, but is not limited to, focus groups, online survey, and media content analysis -- all critical skills for public relations professionals.
3. The intern will design and execute a research project intended to discover the value of external publications such as BizTax, TaxDispatch, and other external newsletters from their intended target publics.
4. As time permits, the Intern will assist in the preparation of Business Tax Handbooks intended for new and small businesses. Projects (there are two handbooks) will include writing of initial drafts and assistance with design and layout of the final product by the end of the summer.

Additional duties to assist in researching and writing articles for internal publications and news releases for public release will add to the Intern's experience.

Job Requirements:
Must be a junior or senior at an accredited university majoring in public relations. Must have already participated in at least one prior internship.Must be proficient in MS Office applications, including Word, Excel and PowerPoint. Should have basic understanding of research principles and instrument design and execution. Must understand AP Style rules for public relations writing. Must have strong public speaking skills and strong interpersonal skills and the ability to remain composed in varying situations.

Supervisory Responsibilities/Direct Reports:
No supervisory responsibilities

Difficulty of Work:
Intern must understand the principles of social research, basics of professional public relations practices, and be able to coordinate with multiple parties to complete projects.The Intern must have the abilityt to work with diverse, sometimes high level constituencies, employing tact and diplomacy. Must have the ability to prepare accurate and error-free reports and correspondence.

Responsibility:
Intern works under the supervision of the Public Relations Director following general instructions and/or objectives are given before work begins. Candidate works independently from a an agreed-upon direction

and uses general judgment in solving general problems. Work is reviewed routinely to ensure compliance with objectives and sound judgment.

Personal Work Relationships:
Good personal work relationships with community groups, co-workers, administrators, supervisors, division director, other government agencies, etc., for the purposes of building and maintaining good rapport on behalf of the agency is crucial to this success of this role.

Physical Effort:
Minimal

Working Conditions:
Office. Must be able to use desktop computer and standard office applications.

Looking for two (2) interns

Intern Job Description –
Budget and Financial Analysis
Indiana Department of Workforce Development

An intern with the Indiana Department of Workforce Development Budget and Financial Analysis will require the utilization of excellent writing, editing, data collection, data analysis, and communication skills. The projects to which an intern may contribute and duties an intern may perform include but are not limited to:

- Assist with the budgeting process through data collection and analysis.
- Aid in the posting of budget journals for the annual agency budget.
- Aid in preparation of agency's biannual budget request.
- Perform research and analysis of agency's integrated services contracts.
- Assist the review and evaluation of the agency's integrated services contracts.

Compensation: $11.30/hour; part-time and full-time applicants are invited to apply.

Minimum Qualifications: Three (3) years of full-time, professional experience with State or Federal Unemployment programs or related experience. Substitutions: Accredited college training in one or a combination of any of the following areas may substitute for the required experience on a year for year basis: Accounting, Business Administration, Economics, Finance, Information Technology or related areas.

FSSA
Communications and Legislative Internship

Intern will work with staff members from the Legislative/Policy team and the Office of Communications and Media Relations. The tasks to be performed include:

Constituent Correspondence: Interns assist staff in responding to constituent letters, E-mails, and phone calls.

Constituent Casework: Legislators frequently receive phone calls and emails from constituents regarding types of assistance that is administered by FSSA. Their assistants pass these inquiries along to FSSA legislative staff, and we resolve the pending matters after conducting research into the particular case.

Information Gathering and Research: Interns receive training to know where and how to find information on various topics and issues. The task may involve using the Indiana Code; looking at past legislation; checking to see what kind of legislation a Representative has introduced in a previous session; or getting background information, such as position papers, talking points, speeches or speech outlines, and legislative histories and/or letters.

Communications Scorecard: Intern will assist in tracking department's progress toward achieving its 2014 scorecard.

Monthly Newsletter: Intern will write newsletter articles – especially those that highlight FSSA's progress toward improving KPIs – as well as other content as needed.

Communication Event Planning: Intern will assist communications team in planning and managing communications events such as webinars.

Other Communication Support: Assist with various projects identified on the department scorecard, such as reviewing all agency documents and newsletters, standardizing the visual look/feel of the local DFR offices and tracking and evaluating FSSA appearances in the media.

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JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: VACANT		
Agency: Family and Social Services Administration (FSSA)		**BU:**00500
Division: Division of Family Resources (DFR)	**Section/District:** Policy	
Job Title: Internship		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Director of Policy		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date :	

Purpose of Position/Overview:

The position serves as project administration to the policy department within the Division of Family Resources (DFR). The incumbent is responsible for evaluating, coordinating, and executing various departmental projects according to predetermined timelines. This position will assist with the organization and completion of existing projects and initiatives currently directed and lead by the team of Regional Managers. The incumbent reports directly to the DFR Director of Policy.

Essential Duties/Responsibilities:

- Manage project development from initiation to closure.
- Work with Regional Managers to complete project outline, clearly stating goals and outlining deliverables, required resources, and timing.
- Provide a project schedule to identify when tasks should be initiated, performed and completed.
- Effectively manage project scope by ensuring any changes to scope or project schedule are discussed with Regional Managers and approved by the Director of Policy.
- Determine if external consultants or contractors will be required to complete project plan.
- Track and report on project milestones and provide status reports to Director of Policy.
- Be accountable for project results along with Regional Managers.
- Determine how results will be measured and complete a post-project evaluation to determine effectiveness of project and how well results were achieved.
- Develop tools and best practices for project management and execution.
- Ensure all project documents are safely archived following project completion.

Job Requirements:

- Ability to manage several tasks at one time; prioritize according to guidelines provided by the DFR Director of Policy.
- Experience working in a team-oriented, collaborative environment.
- Rapidly adapt and respond to changes in environment and priorities.
- Excellent communication, leadership, problem solving, and analytical skills.

- Ability to elicit cooperation from team members and maintain positive and productive working relationships with all internal staff, vendors and external partners.
- Knowledge of the basic skills and abilities related to duties outlined above, including proficiency of Microsoft Word, Microsoft Outlook and Excel.

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities or direct reports.

Difficulty of Work:

The incumbent will work collaboratively with the team of Regional Managers and Director of Policy. Guidelines and project scope are established and lead by the Director of Policy.

Personal Work Relationships:

The Regional managers will be available to assist with projects and answer all questions or concerns.

Physical Effort:

n/a

Working Conditions:

n/a

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: IDOA		**BU:** 061
Division: Procurement	**Section/District:**	
Job Title: Procurement Intern		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Deputy Commissioner		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☒ Exempt	Effective Date :	

Purpose of Position/Summary:
Provide support to Procurement department and work on a variety of projects designated by the Deputy Commissioner and Directors of the division

Essential Duties/Responsibilities:
Specific Projects:
1. Work with Vendor Management on Planning of 2014 Vendor Fair
2. Road Salt - various projects for research/updating/organizing for 2014 bid
3. Sourcing - Review of spend data to identify potential categories for QPA consolidation
4. Development of supplier scorecard
5. Web page redesign/development
6. Assist in development of on-line training materials
7. Special projects (research/analysis/metrics) as assigned by Deputy Commissioner

Job Requirements:
Organized and detail oriented
Excellent problem solver with ability to meet deadlines
Ability to summarize and provide analysis/draw conclusions
Basic knowledge of procurement practices and procedures
Excellent computer skills and ability to use excel
Ability to learn how to use a variety of databases in a short period of time
Experience with Articulate Storyline Software desired

Supervisory Responsibilities/Direct Reports:
NONE

Difficulty of Work:

Responsibility:
Assistance and project management of designated procurement projects
Capture and summarize a variety research required by procurement division
Provide status updates on projects

Personal Work Relationships:

Physical Effort:
Minimal, majority computer/desk work

Working Conditions:
Cubicle space
7.5 hours per day

Monday - Friday

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: IDOA		**BU:** 00061
Division: MWBE	**Section/District:**	
Job Title: Student Intern, Supplier Diversity		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Deputy Commissioner		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date :	

Purpose of Position/Summary:

The Student Intern, Supplier Diversity will work with the MWBE Business Development function to design and implement the division's supplier diversity business development platform. This will include identifying business development tools, approches, partnerships, and other business development/supplier diversity resources that will assist the MWBE division as it expands Indiana's supplier diversity service offerings.

The ideal candidate will have demonstrated knowledge of current business approaches, with particular emphasis in business development. The candidate must be able to think strategically, but also be hands-on. Insights on how to leverage social media resources in today's business environment would also be helpful. Knowledge of supplier diversity and supplier diversity thought leadership is a plus.

Essential Duties/Responsibilities:

Key responsibilities for this position include:

- Work with the Deputy Director, Development and Compliance and the Business Development Manager to develop a business development strategy for Indiana's MWBE program.
- Define approaches to assist the MWBE Division in better serving MBE and WBE firms across Indiana.
- Implement and manage business development workhops and outreach events.
- Experiment with new and alternative ways to deliver business development information to Indiana's MBE and WBE communities.
- Research print media and online resources that will aid the division in improving its business development function.
- Strategize and educate MWBE audiences on incorporating new business development techniques into their operations.
- Monitor/measure the impact of business development activities, resources, tools, etc. on the overall marketing/outreach efforts of the division.
- Work with supplier diversity partners, organizations, and information sources to gather information about existing supplier diversity business development resources and approaches.
- Work with the Business Devlopment team to plan/deliver the 2013 Central Indiana Resource Fair.
- Minimal travel outside the Indiana Government Center and/or across the state may be required.
- Other duties as assigned.

Job Requirements:

Experience/education in the following areas:

- Business development
- Social media tools and techniques (Facebook, Twitter, LinkedIn, YouTube, Blogging, Survey Monkey, etc.)
- Marketing
- Quantitative analysis
- Project management
- Database management
- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook

Key attributes for this position include:

- Creativity

- Innovation
- Willingness to experiment
- Ability to deal with uncertainty
- Ability to contribute individually, and lead, manage or participate in cross-functional teams
- Determination – ability to continue without giving up in spite of difficulties
- Ability to synthesize large amounts of data into actionable information
- Excellent written and verbal communication skills
- Persuasiveness
- Ability to create great working relationships with all levels of staff and across multiple disciplines

Supervisory Responsibilities/Direct Reports:
None

Difficulty of Work:
Employee must rely on creativity and judgement in developing programs and policies to promote goal attainment, develop action plans, and coordinate with other department resources.

Responsibility:
Employee is responsible for working with the division's business development team to develop/deliver/monitor of the department's business development programs across Indiana.

Personal Work Relationships:
Interaction across IDOA and IOT in the development and implementation of business development tools, approches, and other resources. Interaction with internal and external organizations and supplier diversity partners.

Physical Effort:
Ability to complete tasks associated with general office work.

Working Conditions:
Geneneral office environment

Community Services Block Grant
Indiana Community Needs Assessment
Internship Opportunity

Community Programs Department Overview: The Department of Community Programs provides statewide oversight and administration for the following programs and grants: Low Income Home Energy Assistance, Weatherization Assistance, Community Services Block Grant, Individual Development Accounts, the Housing Choice Voucher Program, and Homelessness Prevention Initiatives. Executive Leadership for the Department is Donna Billiard Wright, Chief Community Programs Officer.

CSBG Overview: The Community Services Block Grant (or CSBG) is a federal block grant that is designed to assist community action agencies with alleviating the causes and conditions of poverty in communities at or below one hundred twenty-five percent (125%) of the federal poverty level.

Community Needs Assessment: According 676A of the CSBG Act, the state, as well as eligible entities receiving CSBG funds, are required to conduct a community needs assessments. The goals of the community needs assessment are two-fold: 1) to identify the current state of low income families and 2) to identify gaps in services for low income families within local communities. Community action agencies will use these needs assessments to determine if their current programs are meeting the needs of their clients, identify new program or projects, or identify potential partnership opportunities.

Duties of the Intern: The intern for the Community Needs Assessment Project will complete the following task associated with the research:

- Analyze various types of community needs assessment and develop a template for the Indiana project
- Collect and analyze data from the 2010-2013 CSBG Information Systems Surveys
- Research and report trends between funding, services provided, and clients served
- Oversee activities associated with the Ad Hoc committee for the project

Knowledge, Skills and Abilities: The intern should possess the following knowledge, skills and abilities for this project:

- Understanding of federally funded low-income programs
- Qualitative and quantitative program evaluation
- Ability to read and interpret federal and state legislation
- Facilitate group discussions
- Develop goals, objectives, and evaluation tools to accomplish program goals
- Ability to analyze qualitative and quantitative research

Family Self-Sufficiency Program

The Family Self Sufficiency (FSS) program is a federal asset-building program designed to encourage employment. FSS was established by the Section 554 of the Cranston-Gonzalez National Affordable Housing Act of 1990 to help lower income families in public housing and the HCV program to become self-sufficient through referrals to education, training, case management, and other supportive services.

The law was enacted to reduce dependency of low-income families on welfare assistance and housing subsidies. PHAs work in partnership with local community service providers to develop comprehensive programs that provide families with supportive services, counseling, education, and job training. The purpose of the partnership is to give families skills and experience needed to obtain employment that pays a living wage.

IHCDA's local goal in operating this FSS program is to match housing-assisted families with a broad range of highly collaborative **existing** community services to assist FSS families in achieving economic self-sufficiency. *Economic self-sufficiency* is defined as having the sustainable skills necessary to maintain employment paying a "living wage." This wage would pay for the family's basic needs without the use of government subsidies.

IHCDA will achieve the national program objective by offering low-income families a broad range of services through partnering with the program coordinating committee (PCC). These services will provide long-term education, job training, counseling, and other forms of social service assistance so that families may achieve economic self-sufficiency

The Family Sufficiency Coordinator will work with the housing Choice Voucher Program staff, FSS Program Committee designees, Self- sufficiency case managers, service providers, and report to the Director of Housing Choice Operations.

FSS Coordinator Intern

To successfully coordinate the Family Self-Sufficiency the coordinator duties are:

- Continuation of the development and building of program needs assessments
- Identifying outcomes/performance based goals for program
- Match program needs and goals with existing services in the community
- Develop (through collaboration) new community services or levels of service to meet program needs
- Develop and maintain program outcome based evaluation
- Develop case management record systems

Knowledge and Abilities

The FSS Coordinator will need to be proficient in the following areas:

Knowledge of:

- Case managements systems
- Social service program design
- Local, State, and National Self Sufficient programs
- Qualitative and quantitative program evaluations
- Group dynamics theory and techniques
- Negotiation theory and techniques

Ability to:

- Develop goals, objectives; tasks, and evaluation tools to accomplish program goals
- Develop and maintain measurement of program progress toward goals
- Access related services and teach others
- Facilitate group's clarity of purpose
- Facilitate collaborative service design
- Negotiate for common services

Indiana Housing & Community Development Authority

Our Mission: IHCDA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

Title	Research Specialist for Coordinated Access (Internship)	**Exempt**
Reports to	Director of Research and Innovation	**Date last revised:** December 6 2013
Supervises	N/A	
Anticipated Salary Range	$11.30/hr.	
Summary	As the coordinator of the Indiana Balance of State Continuum of Care (COC), Indiana Housing & Community Development Authority provides funding and technical assistance to a range of partners serving homeless individuals and families throughout the state, with the exception of Marion County and St. Joseph County. HUD is requiring all CoCs to develop and implement a coordinated access and assessment system to allow anyone who needs assistance to know where to go to get help, to be assessed in a standard and consistent way, and to connect with the housing/services that best meet their needs. This position will play a key role in planning and implementing Indiana's coordinated access and assessment system.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	
Key outcomes expected	Work with IHCDA staff and the Corporation for Supportive Housing, one of IHCDA's partners to develop and implement a Coordinated Assessment/Access system for the Indiana Balance of State Continuum of Care (BoS CoC), including but not limited to the following discrete projects: 1) Learn about the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and its implications for Indiana's homeless services system; 2) In consultation with IHCDA staff and consultants, support development of a Coordinated Assessment/Access system: a) Facilitate discussion sessions with key community partners to identify community concerns and areas of uncertainty and communicate those items back to IHCDA and CSH; and b) In consultation with IHCDA staff and consultants, develop written materials and course content for training curriculum to equip staff and partners with the necessary skills and knowledge to effectively deploy the proposed Coordinated Assessment/Access System. c) Provide training to employees of organizations funded through the BOS COC throughout Indiana's 16 Continuum regions who are responsible for implementation of the system. d) Work with service providers and vendors to identify and troubleshoot issues as they arise during implementation. 3) Develop final report summarizing customer/partner feedback with regard to the system, with recommendations for improvement. 4) Comply with all policies of IHCDA. 5) Other duties as assigned.	

Indiana Housing & Community Development Authority

Critical skills, knowledge, and behaviors	Ability to draw a reasoned conclusion from data and be able to support and present this conclusion to community partners. Ability to plan and set direction for large groups of people. Proven verbal and written communication skills are essential Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. Strong presentation skills and the ability to facilitate both large and small group presentations. Demonstrates strong customer service orientation. Able to think logically and analytically. Proactive in anticipating and alerting others to problems with projects or processes. High detail orientation and accuracy. Able to work well in a team environment and as part of a team. Proficient in basic computer skills (i.e. Microsoft Word, Excel, Internet usage (e-mail)) as well as SPSS.
Education, experience, degrees, licenses	Bachelor Degree or equivalent. Expected to maintain an office at IHCDA headquarters in Indianapolis
Work environment and physical demands	Work is performed in an office environment. Must be able to work proficiently with computers and other office equipment. Work requires spending long periods in front of a computer.

The Indiana Housing and Community Development Authority ("IHCDA") is requesting an intern to review its' Single Family Loan programs. Candidates should have experience with Microsoft Office, and specifically Excel, and should be familiar with regression analysis.

IHCDA offers their single family loan programs through a network of participating lenders throughout the state of Indiana. This review of the programs will involve looking at not only criteria that are specific to those taking out a mortgage, but will also entail reviews of demographic and geographic data, as well as lender specific data. The goal of this analysis is for IHCDA to be able to review the single family programs and determine if changes need to be made, both with the guidelines, as well as with the participating lenders.

Items that will be reviewed and analyzed for relationships and correlations include

1. Debt to income ("DTI") ratios
2. Credit Scores
3. Loan to value ("LTV")
4. Delinquencies
5. Foreclosures

Reports IHCDA would like to see

1. Credit Score relative to foreclosures
2. Credit Score relative to delinquencies
3. DTI relative to foreclosures
4. DTI relative to delinquencies
5. LTV relative to foreclosures
6. LTV relative to delinquencies
7. Combinations of credit score, DTI, and LTV relative to foreclosure and delinquencies
8. Foreclosures by county, zip code, lender
9. Delinquencies by county, zip code, lender
10. DTI by county, zip code, lender
11. LTV by county, zip code, lender

Candidate would be expected to produce these reports and run regression analysis's to determine relationships that are and are not correlated. Candidate would also be expected to review additional data as needed to explore/explain any correlations.

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana Arts Commission		**BU:** 00705
Division:	**Section/District:**	
Job Title: Summer Intern		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Director of Marketing and Communications		
FLSA Status: ☒ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date : FY2014	

Purpose of Position/Summary:
Supports the IAC Markeing department, specifically developing the 2015 Biennial Report.

Essential Duties/Responsibilities:
• In conjunction with the Director of Marketing and Communications begin drafting and assembling the 2015 IAC Biennial Report for dissemination during the 2015 legislative session.
• Coordinate and update grantee program ads as necessary.
• Assists with planning, coordinating and staffing meetings of the Commission, its committees and other related task forces and boards.
• Assists with duties related to the IAC's online communications systems and social meda outlets.
• Maintains organization of general office file cabinets, storage cabinets, and storage closet.

Job Requirements:
• Extensive experience with Photoshop and/or InDesign and Microsoft Word, PowerPoint and Excel.
• Ability to use creative & unique approaches to new or unusual situations that impact the entire agency.
• Experience in arts administration, meeting and event planning, interpersonal relationships, multi-task organization, office management, technology, communications, customer service.
• Organization of multiple projects with competing deadlines, requiring multitasking and prioritizing.
• Understanding of nonprofit administration techniques.

Supervisory Responsibilities/Direct Reports:
N/A

Difficulty of Work:
Moderate.

Responsibility:
• Utilizes various software packages to prepare high quality reports and documents as needed.
• Responsible for planning and implementation of program objectives.
• Work is reviewed for compliance with agency policy and soundness of judgment.
• Works with integrity, honest, and knowledge that promotes agency culture, values and mission.
• Works in a positive, collaborative and team manner with all agency staff.

Personal Work Relationships:
• Works in partnership with staff members, external organizations, other state agencies and elected or appointed public officials and their staff, including Commissioners and members of the legislature.

Physical Effort:
No more than 50 pounds of lifting required.

Working Conditions:
Office Environment.

INDIANA
VISITINDIANA.COM
Indiana Office of Tourism Development
One North Capitol, Suite 600
Indianapolis, IN 46204
VisitIndiana.com

2014 Governor's Internship Program
Marketing and Communications Intern Work Plan
Summer: Mid-May to Early-August

Job Description

The Marketing and Communications Intern assist IOTD staff to encourage travel and increase awareness of IOTD as a travel resource. This position will assist with the following communication tactics:

Travel Idea Creation
Assist with story creation for electronic and print media outlets (website, blog, email and print). Research, image collection, write, edit and publish stories. Develop a blog series directed toward millennials with focus on adventure, budget, culture and lesser-known experiences.

Tourism Literacy Project
Assist in the development of marketing materials, including teacher toolkits. Development includes research, data collection and kit creation.

Public Relations Communications
Assist with the development and execution of earned media pitch strategy and support materials, such as, media kits.

Industry Communications
Assist with the industry monthly newsletter development and execution. Attend industry meetings and network opportunities.

Bi-Centennial Project
Assist with the development of plans for the Bi-centennial torch relay. Project includes communication with key counties, data collection and community marketing/PR plan creation.

Other Potential Assignments
- Assist with workshop and tradeshow planning and execution, including State Fair booth presence.
- Assist with maintaining the master editorial calendar and development of new themes and ideas.
- Assist with maintenance of industry research dashboard and analytics.

Job Requirements
- Major in Journalism, Communications, Marketing or Hospitality Management required; Minimum GPA 3.0
- Strong communications skills, both written and verbal
- Strong management and customer service skills
- Professionalism, diplomacy and tact
- Strong organizational skills with the ability to manage and prioritize multiple projects and deadlines
- Personal attributes: organized, detail-oriented, outgoing, energetic, articulate, patient, courteous and friendly

- Proficiency in Microsoft Word, Microsoft Access, Microsoft PowerPoint and Microsoft Excel and ability to learn new software programs as necessary to job functions
- Knowledge of Indiana's tourism attractions a plus
- Ability to travel

Indiana State Department of Agriculture
Governor Michael R. Pence
Lt. Governor Sue Ellspermann, Secretary of Agriculture and Rural Development
Gina Sheets, Indiana Agriculture Director
Jerome G. Hawkins, Director of Indiana Grain Buyers and Warehouse Licensing Agency

Indiana Grain Buyers and Warehouse Licensing Agency (IGBWLA) Internship.

Indianapolis, IN

Full Time – Summer 2014

This internship works with IGBWLA, the regulatory arm of the Indiana State Department of Agriculture. IGBWLA works with grain companies to make sure that farmers are paid for their grain. This involves auditing and inspecting of financial records of over 270 licensees and approximately 700 locations. The Agency also works very the Indiana Grain Indemnity Corporation (IGIC) and processes any claims for farmers.

Responsibilities will include:

- Preparing to host National annual conference in 2015 in Indianapolis
- Updating database on licensed capacity, financial analysis and general reporting
- Maintain and update Share Point
- Assist with licensing process
- Work with Audit Supervisor on maintaining and reporting moisture meter inspections and grain check off audits.
- Participate in team meetings
- Assist other staff with presentations

We would prefer a sophomore or junior pursuing Ag Business degree, but will consider other class levels.

- General knowledge of the grain industry
- Excellent oral, written, and communication/presentation skills
- Comfortable talking with and interacting with others
- Strong work ethic

1 North Capitol, Suite 600 | Indianapolis, IN 46204 | Ph: 317/232-1356 | Fax: 317/232-1362

JOB DESCRIPTION

State Form

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Veterans Home		**BU:** 570
Division: Business Office	**Section/District:**	
Job Title: Summer Intern		**Job Code:**
Working Title (if different from above):		
Reports To: Controller		**PCN:**
FLSA Status: ☒ Non-Exempt (OT Eligible) ☐ Non-Exempt		

Purpose of Position/Summary:
The incumbent assists the Medicaid/Medicare Program Director in assisting enrollment of Medicaid residents. The incumbent will assist in the implementation of the new financial software and will assist in the performance of the physical asset inventory count. The incumbent will process requisitions and accounts payable vouchers. The incumbent reports to the Controller.

Essential Duties/Responsibilities:
-Assist the Medicaid/Medicare Director in applying for Medicaid for all new residents. Incumbent will work with residents and their families to get residents eligible for Medicaid.
-Assist with the asset inventory.
-Assist in the processing of requisitions and accounts payable vouchers.
-Assist with the implementation of new accounting Trust software.

Nonessential Duties/Responsibilities:
-Filing, as required.
-Attends meetings as needed and requested.
-Perform other related duties, as may be required.

Job Requirements
Candidate must be a currently enrolled, degree seeking student in Accounting, Finance, Business Administration/Management or a related area. College credit may be available depending on the requirements of your college or university.

Supervisory Responsibilities/Direct Reports:
-n/a

Difficulty of Work:
Intern utilizes numerous guidelines (including regulations, policies, procedures, practices, and problem solving) in performing a variety of accounting/managerial related functions. The job is very complex, involving changing departmental software and procedures, with an emphasis on improved efficiency and productivity. Intern must work under short time constraints for recommendations and multiple supervisors.

Responsibility:
n/a

Personal Work Relationships:
The incumbent works with IVH Staff, residents, residents' families.

Physical Effort:
Must be able to sit for extended periods of time. Must be able to walk or be on feet for extended periods of time. Must be able to life objects of up to 40 pounds.

Working Conditions:
Works in an office and throughout the facility. No travel may be required.

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Office of Community and Rural Affairs		**BU:**
Division:	**Section/District:**	
Job Title: Intern-Communications		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Director of Project Development		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date :	

Purpose of Position/Summary:
Position will work with OCRA staff, multiple state agencies, local units of government, economic development organizations, and other appropriate entities to research and develop written and graphic material that effectively communicates the impact of the agency's and other state, regional, and local community and economic development and provides a roadmap for others to follow to their own successes. Position may also work on other OCRA projects as assigned.

Essential Duties/Responsibilities:
Develop and produce graphic and publication design, research and write effective narrative for print and online publication. Assist with the internal and external messaging and brand awareness for the agency that also highlights state, regional, and local efforts and results in economic and community development.

Job Requirements:
Ability to proactively generate, research, and execute effective written and graphic material for print and online publication. Ability to work independently. Ability to work closely with professional inside and outside personnel. Strong interest in community development, economic development, rural/small town issues. Strong interest in public service and community economic development

Supervisory Responsibilities/Direct Reports:
N/A

Difficulty of Work:
High level of self-motivation, coordination of information and work product from many sources and driving execution

Responsibility:
Position will be engaged in driving results from multiple partners

Personal Work Relationships:
Will be generating solutions for internal and external staff and driving the execution of selected solutions. High level of professional work ethic required

Physical Effort:
Computer work, copying, moving files

Working Conditions:
General office

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Office of Community and Rural Affairs		**BU:**
Division:	**Section/District:**	
Job Title: Intern-Special Projects		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Director of Project Development		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date :	

Purpose of Position/Summary:
Position will work with OCRA staff, multiple state agencies, local units of government, economic development organizations, and other appropriate entities to research and develop community and economic development tools. Position may also work on other OCRA projects as assigned.

Essential Duties/Responsibilities:
Research via Internet, phone and in-person interviews within and outside of Indiana state government, produce documentaton and analysis, assist with the development and execution of material for local leadership and state resources to share. Position will seek to understand stakeholder needs and work with technology partners to generateand execute solutions. Position may also work on other OCRA projects as assigned. Areas of research may include state and local Main Street efforts, rural development, local economic and community development efforts.

Job Requirements:
Ability to proactively generate, research, and execute ideas. Ability to work independently. Ability to work closely with professional inside and outside personnel. Strong interest in community development, economic development, rural/small town issues. Strong interest in public service and community economic development

Supervisory Responsibilities/Direct Reports:
N/A

Difficulty of Work:
High level of self-motivation, coordination of information and work product from many sources and driving execution

Responsibility:
Position will be engaged in driving results from multiple partners

Personal Work Relationships:
Will be generating solutions for internal and external staff and driving the execution of selected solutions. High level of professional work ethic required

Physical Effort:
Computer work, copying, moving files

Working Conditions:
General office

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana State Personnel Department		**BU:** 0070
Division: Talent Acquisition Division	**Section/District:**	
Job Title: Human Resources Intern - JOB OPENING ID		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Human Resources Generalist 1		
FLSA Status: ☒ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date : 05/13/2013	

Purpose of Position/Summary:

The Governor's Summer Intern will rotate among various divisions with the Indiana State Personnel Department and will be introduced to Human Resources as it relates to the specific disciplines of Talent Acquisition, Compensation, Benefits, Employee Relations, and Employee Engagement/Training. This internship is structured to provide college students with real-world work experience in a professional environment within their chosen degree program to enhance marketability upon graduation.

Essential Duties/Responsibilities:

Projects may include the following (but are subject to change):

- Intern blog and assistance with social media as it pertains to Talent Acquisition
- You Tube video based on internship for use as a marketing tool for future internships
- FAQs – Compile a list of old and new internal/external applicant questions, and create a presentation or page to include on social networking/web 2.0/Employment Opportunities sites
- Diversity Plan – Expand on plan to promote diversity recruiting
- Job Fair Enhancement – Research ways to improve the job fair experience for applicants (such as presentations, tracking email/name/interests, giveaways and raffles)
- 'Niche' Sourcing Techniques – Research how other states and companies recruit specific hard-to-fill and contact organizations that can supply interested candidates
- Assist the State Personnel Division with the coordination of the Indiana Black Expo
- Assist with applicant screening and agency questions regarding the employment process

Job Requirements:

To be considered for the Governor's Public Summer Internship program, candidates must be currently enrolled as an undergraduate or graduate with an accredited post-secondary institution and have completed at least one (1) year of undergraduate education.

The ideal candidate for this internship will be a student majoring in Human Resources, Business Management, Organizational Development/Leadership, or a related area. This MUST be listed in the Add Degrees section of the application to be considered even if a resume has been attached or copied.

Additional preferred knowledge, skills, and abilities:

- Knowledge of the principles, laws, regulations, theories and practices of human resources management and administration;
- Knowledge of the agency mission and administrative policies;
- Knowledge of specific human resources programs such as: FMLA, disability and workers' compensation programs, ADA, and intern relations;
- Knowledge of agency programs, structure and staffing;
- Working knowledge of computer and software programs and the ability to utilize these skills in the completion of job duties;
- Excellent oral and written communication skills;
- Excellent problem solving and analytical skills;
- Ability to research and document findings;
- Ability to effectively prioritize a variety of projects/functions;

- Ability to establish and maintain effective working relationships with all levels of management;
- Ability to maintain confidentiality;
- Ability to successfully negotiate resolutions to complex problems or situations;
- Ability to work independently;
- Ability to organize thoughts and ideas in a logical manner;
- Ability to plan and organize the work of other interns.

Supervisory Responsibilities/Direct Reports:
N/A

Difficulty of Work:
Intern utilizes numerous guidelines (including statutes, promulgated rules, policies, procedures, practices, precedents, workforce planning, and problem solving) in performing a variety of human resources functions. Extensive judgment must be used in interpreting and applying the guidelines involved to program goals, objectives and complicated human resources issues. The job is very complex, involving changing departmental programs, the development of new personnel programs with an emphasis on improved efficiency and productivity. Intern must work under short time constraints for recommendations.

Responsibility:
Intern works under the supervision of a HR Team following general objectives and functions as an expert on human resources operations, needs and issues relative to assigned agency. Recommendations and decisions formulated by intern can have a significant impact within assigned agency and across the state. Intern must remain cognizant of the potential impact of decisions/recommendations on the State Personnel Department's and agency's mission and philosophy, as well as any precedent that may be set. Non-routine work assignments are reviewed upon conclusion for compliance with agency/state missions and objectives.

Personal Work Relationships:
Works with State Personnel Department and assigned agency management, appointing authority, department heads, outside agency officials and the general public to gain support of and to properly implement personnel policies.

Physical Effort:
N/A

Working Conditions:
Office Setting

JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana State Personnel Department		**BU:** 0070
Division: Communications Division	**Section/District:**	
Job Title: Governor's Summer Internship - Web Developer		**Job Code:** N/A
Working Title (if different from above): JOB OPENING ID 583594		
Reports To: Director of Communications		
FLSA Status: ☒ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date : 05/13/2013	

Purpose of Position/Summary:

The Governor's Summer Intern carries out a wide variety of advanced technical computer system duties as the Communication Department's Summer Web Developer Intern. This involves the design and development of internal and external web pages and web applications. Incumbent writes code to create said sites and applications, as well as tests and debugs the applications. Definition and development of information processing requirements, evaluation of technology needs, formulation of solutions, establishment of priorities and monitoring progress are also involved. In addition, incumbent offers creative services, as needed, on other communications vehicles, including, but not limited to, design, layout, writing and editing.

Essential Duties/Responsibilities:

Projects may include the following (but are subject to change):

- • Designs and develops web pages and web applications using a variety of programming languages including HTML, ASP, CSS, SQL, XHTML, and JavaScript.
- Tests and debugs existing and new web applications.
- Monitors system parameters in order to diagnose initial problems and performance of both the host computer system and other network systems;
- Installs, customizes and maintains the latest version of various computer software packages, including updating results with new releases that pertain to the intra/Internet information systems;
- Provides technical assistance and written guidelines for operations personnel;
- Monitors system performance in the intranet/Internet system areas and implements necessary changes to improve performance;
- Researches new techniques and technical developments to be utilized by operations to enhance system performance;
- Researches the latest accessibility guidelines of Section 508 of the Federal Rehabilitation Act. Develops coding solutions to ensure the agency intra/Internet sites meet Federal guidelines for assistive technology.
- Reviews design of applications, advises of potential problems and provides technical assistance in developing and maintaining application programs; tailors the system to provide the correct environment for applications;
- Reviews various technical manuals and related computer literature to research new technologies and technical developments in order to insure best utilization of technology available;
- Studies, prices and writes specifications for new products;
- Develops, implements and monitors work plans for assigned projects;
- Provides guidance and reviews the work of team members on special projects;
- Maintains the design and content of web sites and keeps site dynamic.
- Performs related duties as required.

Job Requirements:

To be considered for the Governor's Public Summer Internship program, candidates must be currently enrolled as an undergraduate or graduate with an accredited post-secondary institution and have completed at least one (1) year of undergraduate education.

The incumbent should be working towards a four-year degree in Journalism, Communications, Informatics, Computer Science, Computer Information and Technology, Graphic Design or English and have two to three years experience in web page design and HTML. This MUST be listed in the Add Degrees section of the application to be considered even if a resume has been attached or copied.

Additional necessary knowledge, skills, and abilities:

- Extensive knowledge of HTML, CSS, JavaScript, SQL, and ASP languages;
- Extensive experience with two or more desktop publishing/imaging applications:
  - Web Design (Dreamweaver, etc.)
  - Photo editing (Adobe Photoshop)
  - Drawing (Adobe Illustrator, Corel Draw)
  - Page Layout (Adobe InDesign, Microsoft Publisher)
  - Presentation (Microsoft PowerPoint, Adobe Connect)
  - Multimedia (Flash, streaming audio and video)
- Extensive knowledge of computer programming including computer languages, database design, work process charting and testing of programs;
- Thorough knowledge of computer hardware and software capabilities and configurations;
- Thorough knowledge of data processing equipment including operating characteristics and limitations;
- Thorough knowledge of graphics design, graphics design software and Web enablement strategies;
- Thorough knowledge of social media (Facebook, Twitter, YouTube, blogs, etc.)
- Experience managing web analytics applications (Google Analytics, WebTrends, etc.)
- Prior experience with email marketing, maintaining email lists, HTML email and template construction a plus.
- Ability to be tactful in obtaining information and cooperation from department staff.

Supervisory Responsibilities/Direct Reports:
N/A

Difficulty of Work:
Incumbent works in a highly complex technical environment, designing, developing and maintaining web application software. Considerable judgment and experience are used as decisions can affect service to clients; amounts of resources used and time to implement a solution.

Incumbent must continually research the latest advances in technology and how those advances can be applied to the department's web presence and social media to ensure the public and private sector has access to State mandated procedures, administered by the department, in the most expedient manner.

Incumbent is often called upon to find a compromise between the technical constraints and maintaining good client relations

Responsibility:
Incumbent works independently implementing solutions, products and utilities without technical guidance from management. Management reviews the impact of choices in relation to the mission of the department. Technical reports provided by incumbent are part of the information utilized by management in determining department's future direction and procurement of hardware/software. Management also reviews design and content options, in relation to the department's directives.

Personal Work Relationships:
Contact with State Personnel Department staff to develop content that is compliant with department policies and procedures

Contact with vendors occurs to research and develop the best strategy for the complex technical aspects of running a web server.

Contact with other state agency Webmasters is necessary for the sharing of information regarding standards and guidelines required for compliancy with state portal policies.

Contact with the state employees occurs on a daily basis to assist the public with technical issues and website direction to ensure the highest level of accessibility to the web site(s).

Physical Effort:
N/A

Working Conditions:
Office Setting

WHITE RIVER STATE PARK
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2014 Governor's Public Service Summer Internship Program
(4 positions available)

Agency: **WHITE RIVER STATE PARK (DEVELOPMENT COMMISION)**
801 West Washington Street | Indianapolis, IN 46204
317-233-2434 (Main) | 317-634-4508 (Fax)

Position Title:	**Family Programming & Marketing & Outreach Internship**
Position Posting Dates:	**Seasonal (TBD)**
Internship Location:	**Marion County (and occasionally in surrounding counties)**
Hire Salary:	**$ 11.30 per hour**
Hours:	**37.50 hours per week (occasionally includes over-time)**
Days:	**Monday – Saturday (occasionally includes holidays and Sundays)**
Flexibility:	**Yes (based on agreed staffing coverage with Agency Internship Contact and the other same season Interns)**

Qualifications (desired experiences, training, etc.):

To be considered for this position, you must be enrolled currently in an accredited college or university AND have completed at least two and one half (2.5) years of college-level education credits (*Example: If 120 credits are required for an undergraduate degree, then candidates must have completed at least 75 credits for consideration. No minimum credit requirement for graduate degree candidates*). Priority is given to candidates that have completed at least three (3) to three and one half (3.5) years of college-level education credits (*Example: If 120 credits are required for an undergraduate degree, then candidates must have completed at least 90 to 105 credits for consideration. No minimum credit requirement for graduate degree candidates*).

To be considered for this position, candidates must submit a writing sample. Priority is given to students who include a writing sample with their initial application.

Additional qualifications include a pursuit of a Bachelors degree (or other advanced degree) in Communications, Journalism, English, Marketing, Business, Finance, Economics, Public Policy, Event Management, Informatics, Tourism Event Management, Park and Recreation Management, Sport Marketing/Management/Communication, and/or Computer Technologies.

Also, students must have excellent written and verbal communication skills and computer experiences (Microsoft Word/Excel/PowerPoint/Access, Marketing Design, Internet Applications, and Social Media). A sense of urgency and the ability to achieve accuracy with sound judgment are desired.

Students must reveal a minimum of two (2) years of marketing experience (college courses are suitable exceptions), and a minimum of three (3) years of teamwork responsibilities, and a minimum of three (3) years experience with general public interactions in a business environment (college courses are suitable for partial requirement at the discretion of the agency).

Students should have some experiences supporting direct sales channels (preferred), some experiences working with outside marketing and media agencies (desired), detail-oriented with agency specific knowledge/skills/abilities (required), demonstrate knowledge of the marketing planning process and marketing management process – especially for the cultural and entertainment business sectors

(preferred), demonstrate people and budget management skills (required), demonstrate creativity – including internal and external marketing materials creation (desired), demonstrate project management skills to develop and execute multiple projects simultaneously to meet overlapping deadlines (required), demonstrate ability to thrive in a challenging and fun environment with many unknowns and changing objectives (required), demonstrate above average organizational/problem-solving/decision-making skills (required), demonstrate strong verbal and written communication and presentation skills (required), demonstrate ability to proactively identify issues/develop solutions/implement resolutions (preferred), demonstrate creative and strategic thinking (required), must have the passion of a self-starter and quick learner (required), demonstrate ability to work independently as much as necessary – even without guidance from agency staff at times (required), and other knowledge of the Indianapolis and tourism sector (preferred).

Again, to be considered for this position, candidates must submit a writing sample. Priority is given to students who include a writing sample with their initial application.

Job Duties Include (not an all-inclusive listing of activities):

Work closely with Park's staff and other key stakeholders to develop and perform visitor enhancement initiatives that achieve stated objectives. Represent White River State Park through internal and external marketing and public relation outreach events (especially holiday/seasonal festivals, fairs, concerts, sporting events, community gatherings, etc.). Provide knowledgeable leadership skills to drive overall Park awareness and assist staff to increase multiple public visitation opportunities for the general public. Due to the cycle of the events and grassroots outreach initiatives, long weeks and long hours will happen during the internship. Selected candidates must schedule breaks and other factors for their health and safety during the internship peak season.

Assist the Park's staff with the marketing and selling of White River State Park Passes to area businesses, community organizations, and other TBD partners throughout Marion and the surrounding Central Indiana counties.

Research and assist with creating media pitches and press releases, establishing strong relationships with media and clients, following industry trends and developments, attending press tours and trade shows (exceeding visitor expectations by generating quality and consistent awareness and follow-up lead programs), and more.

Coordinate meetings and research for current and future Park Programming "events" and collaborations with the Park's staff and initiatives. Facilitate strategy sessions, brainstorming events, and coordination between internal staff and external partners and vendors.

Awareness and implementation of emerging social media channels, networking with agency partners, cultivating new partnerships, and utilizing other TBD technological advancements to raise awareness of the Park and many events and opportunities throughout the year. This is in addition to the internship season.

Accurate research, database maintenance, mailings, and document production. Requires the ability to organize and negotiate project schedules. Excel as a member of a team on joint efforts, able to multi-task, and work on several projects at once – both individually and in a team environment.

Moderate to heavy travel outside of the "office" setting is necessary and required. Reliable transportation (required). Please note overall much more time is required outside (in various weather conditions and for long periods of time) than a typical "office" setting. Interns are required to spend majority of time interacting with the public than inside making copies and filing paperwork. Other duties are assigned as necessary.