**College of Social and Behavioral Sciences**

**School of Communication Phone: 928-523-2232**

**PO Box 5619 Fax: 928-523-1505**

**Flagstaff, AZ 86011-5619**

**Internship Information Guidelines**

Thank you for your interest in providing one of our students with an internship. Please provide the following information so that we can publish this information in several locations accessible to interested students. Please feel free to respond on this form and send it back to us via email at school.communication@nau.edu. Please copy Norm.Medoff@nau.edu and Kimberly.Mitchell@nau.edu on this email.

Organization offering internship: Continental Country Club

Contact information (name/address/):

Marlene Larson, Membership Services Director/Event Coordinator

2380 N. Oakmont Drive, Flagstaff, AZ 86004

**When internship is to take place** (Fall, Spring, Summer, Ongoing): Ongoing

**Type of Internship Offered** (Internship Title and Responsibilities):

Membership Services Intern

Assist the membership service director/event coordinator with event planning and execution; production of quarterly newsletter, notification to members of special events via FaceBook, email, Twitter, development of future members, website enhancement/development, advertising, summer clinics for youth (golf, tennis) and other special projects as needed.

**Paid/Unpaid** (if paid, please put type of payment e.g. stipend or salary): Unpaid – for credit hours. Front Desk/Administrative part-time paid position(s) will be available in mid-May 2014 and previously we hired the unpaid intern for the position which extended until she graduated.

**Total number of hours of work per week**: 10

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long): 16/12/16

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.): Use of personal computers, customer service experience or willingness to work with the public, use of and experience with Social Media (FaceBook, Twitter), good written and verbal communication skills, ability to work with diverse groups of people, ability to organize tasks, be a self starter and be able to stay focused on task at hand. Willing to take direction from supervisor.

**Please provide any additional information for interested students:**

This is a hands on position which will require the ability to multi-task. Intern should be flexible in weekly work schedule to accommodate Club needs and special events. The work varies greatly and provides excellent exposure to the day-to-day operations of a very large homeowner’s association (HOA) with amenities (golf, fitness center, swimming, tennis and Pickleball).

Students must have a minimum of a 2.5 GPA (on a 4.0 scale) and be seniors (89 credit hours) in order to qualify for formal internship credit. Students who have not achieved senior status are able to qualify for formal internship credit on a case-by-case basis.

Thank for your interest in our students. We look forward to working with you.

Norman J. Medoff, Ph.D. Kimberly Mitchell

Professor and Director Assistant Professor

Internship Coordinator Internship Coordinator

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Phone: 928-523-8257 Phone: 928-523-2217