

Student Internship Program

The Ron Joyce Centre for Business Studies is very pleased to announce the official launch of our Student Internship Program for summer 2012.

Although the experiential learning opportunities within the Commerce Program at Mount Allison will include umbrella variety of new and enhanced co-curricular initiatives, the cornerstone of these initiatives is most certainly our student internship program. The program will create a learning environment for commerce students that emphasize personal and professional growth, individual attention and practical business applications.

Some of the benefits for students participating in this program are as follows:

Placement within an organization within the Canadian business community

- A 10-16 week summer position focusing on commerce/business
- The application of classroom theory/skills in real-world situations
- The development of personal skill-sets
- The receipt of constructive feedback from business professionals
- A stepping stone toward exciting career opportunities

Networking opportunities

- Students will be able to demonstrate their skills and capabilities within an organization that is a potential future employer – facilitating career opportunities
- Students and employers will be able to “test the fit”
- Participants will have the opportunity to meet interns from other universities with similar interests and career aspirations

After a very successful pilot program throughout the 2011 summer months, we are thrilled to expand on our internship opportunities in the upcoming year. We currently have formal internships with seven partner organizations, all of whom are tremendously enthusiastic to work with motivated Mount Allison students. **One or more additional placement opportunities may be added in the coming days.** The remainder of this document will describe each of the individual internship opportunities in detail, as well as give a brief outline to the internship application process.

Partnering Organizations

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Organization: Atlantic Ballet Theatre of Canada

Internship Position: Communications & Marketing Coordinator

Employment Dates: May 2012 – August 2012

Location: Moncton, New Brunswick

Compensation: \$10.00 per hour
(37 hours/week; some evening and weekend work may be required)

Duties:

- Coordinating fundraiser events including planning and implementation
- Manage event donor benefits: tracking, delivery and reporting (corporate, and individual)
- Maintaining donor database and listing of donors including donor recognition and acknowledgement with Marketing department (i.e. regarding signage and program)
- Manage ticket sales: tracking, delivery and reporting (corporate, and individual) May include processing of tickets
- Hospitality: Coordinate / plan event hospitality including receptions, invitation lists, mailing, RSVP)
- Marketing Coordination: Plan and coordinate all on-site signage for the Event. Assist with program ad marketing and advertiser data base. Assist with Event promotion and implementation of 2010 Event Marketing and Communications Plan
- Volunteer Coordination: Assist with recruitment, orientation, training, scheduling and supervision of volunteers
- Document all Gala activities and prepare an event binder

Qualifications:

- Ability to multi-task
- Ability to work in a fast paced environment managing multiple deadlines
- Knowledge of the performing arts industry
- Some marketing, promotion and event planning experience
- Solid knowledge of business fundamentals skills
- Proficiency in Microsoft Word and Excel and internet browsing
- Strong time management and organizational skills
- Demonstrated initiative and teamwork
- Ability to follow multi-faceted instructions
- Demonstrated dependability, reliability and flexibility

The Communications & Marketing Coordinator will work directly with the CEO and Communications and Marketing Director in the preparation of a major fundraising event. The Associate will report directly to the CEO and will be responsible for coordinating and reporting on event logistics as well as various administrative projects related to the Event. The Associate will provide support to the CEO and Communications and Marketing Director in the following capacities: ticket sales, various information and communication distribution, coordination of activities on-site, preparation of a event manual, Database maintenance, Online research, various administrative duties.

The Communications & Marketing Coordinator is in many cases the initial contact with participants for a variety of Event programming procedures, and as such must display excellent communication skills, the ability to problem-solve, and the ability to initiate and handle unsupervised work.

Atlantic Ballet Theatre of Canada is a non-profit cultural organization and the successful candidate will be exposed to all aspects of management in an arts organization. This position will appeal to someone who seeks to gain arts management experience provide a broad foundation of administrative experience and exposure to best practices related to Marketing/Event Management in the Arts and Culture Sector.



Organization: Community Business Development Corporation Westmorland - Albert

Internship Position: Assistant Coordinator (bilingual)

Employment Dates: June 2012 – August 2012 (*10 weeks*)

Location: Moncton, New Brunswick

Compensation: \$10.00 per hour (*minimum*)
(Full-time)

*****Please note that this placement will be confirmed once provincial grant is approved*****

Duties:

Self-Employment Benefits (S.E.B.) Program

- Provides information, guidance and counseling to potential or actual entrepreneurs, following assessment of their needs (general inquiries).
- Evaluates S.E.B. applications and based on the S.E.B. criteria, provides positive or negative recommendations to the Self-Employment Benefits Committee.
- Monitors clients: telephone calls or visits of S.E.B. participants and analysis of cash flow statements on a quarterly basis.
- Prepares statistics and reports related to the S.E.B. Program and attends S.E.B. related meetings.
- Prepares quarterly reports and submits to the Department of Training and Employment Development.
- Ensures all documentation is completed for the Self-Employment Benefits Program and forwarded to the HRDC office as required.
- Analyzes client training needs through regular follow-ups and by clients needs identification.
- Organize training or information seminars in response to client needs.

SEED Capital Program

- Completes assessment of SEED loan applications as required.
- As required, jointly evaluates SEED Capital applications and based on the SEED Capital criteria, provides positive or negative recommendations to the SEED Capital Committee.
- As required, jointly monitors clients: telephone calls or visits of SEED Capital participants and analysis of cash flow statements on a quarterly basis.
- Attends SEED Capital related meetings



Commercial Loan Program

- Participates in the assessment of Commercial loan applications as directed.

Business Development Seminars

- Assists with BDS as required

Doing Business in New Brunswick Seminars (for Immigrants)

- Assists with seminars as required

Administration & Other

- Provides regular activity/work reports to the Executive Director
- Attends Committee or Board of Directors' meetings as required.
- Prepares and delivers jointly or separately in-class business training sessions, information sessions or seminars for entrepreneurs.
- Attends information sessions, business or economic development meetings, when deemed valuable to the Corporation.
- Provides some guidance to applicants with their business proposal.
- Provides client counseling, group and one-on-one training as required.
- Compiles, enters and maintains various client information and files.
- Compiles and enters S.E.B. information as required using Contact IV and ensures all Contact IV reporting is completed as required.
- Enters and maintains all information as required using the Exceptional Assistant Software (TEA). Performs other tasks as may be assigned by the Executive Director.

Organization: ExxonMobil Business support Centre – Treasurers Division

Internship Position: Credit Analyst (*bilingualism is an asset*)

Employment Dates: May 2012 – August 2012

Location: Saint John, New Brunswick

Compensation: \$10.00 per hour (*minimum*)
(Full-time)

Duties:

- Operate within the defined credit processes with emphasis on safety and controls
- Collect data from external credit rating agencies
- Evaluate and classify customers according to risk within company guidelines
- Recommend credit parameters including credit limits
- Oversee risk exposure and perform enhanced monitoring of distress accounts
- Perform Bad debt follow-up and account reconciliation
- Perform routine overdue data analysis
- Compile data to steward results
- Participate in credit stewardship meetings

Benefits to you:

Dedicated support programs include new employee orientation, formal and on-the-job training, continuous learning, and a social networking program that includes quarterly events and monthly lunches.

Qualifications Desired:

Academic

- Focus in business, accounting, economics or finance

Other

- Knowledgeable about GAAP (General Accepted Accounting Practices) and reading financial statements considered an asset
- Strong analytical, business judgement, communication and teamwork skills
- SAP experience an asset
- Microsoft Office proficiency including Word and Excel and basic knowledge of PowerPoint and Access

As the credit analyst, you will be responsible for operating internal customer credit process including assessing risk, setting credit limits, monitoring exposure, and implementing security requirements for a portfolio. Your responsibilities also include complying with all standardized credit procedures and related controls required by Credit Service Offering and Business Line Addenda. You will ensure effective management of risk by performing day-to-day credit activities related to blocked orders, exposure monitoring, credit reviews and timely renewal / collection of security instruments.

You will be rewarded with competitive compensation and a comprehensive benefits program that includes health and dental programs, savings and retirement plans, vacation entitlement, company paid educational assistance, to name a few. Other dedicated support programs include new employee orientation, formal and on-the-job training, and a social networking program that includes quarterly events and monthly lunches.

The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. Pre-employment background screening will be required for applicants selected to be interviewed.

EMBSCC ExxonMobil Business Support Centre Canada ULC may use your application to consider your suitability for other positions in ExxonMobil Business Support Centre Canada ULC or may disclose your application to any other ExxonMobil company operating in Canada or Imperial Oil Limited so that such company may consider your suitability for positions with it.



Organization: Irving Group of Companies

Internship Position: Strategic Sourcing Student Intern

Employment Dates: May 2012 – August 2012

Location: Dieppe, New Brunswick

Compensation: \$10.00 per hour (*minimum*)
(Full-time)

Responsibilities:

Working as a member of our Strategic Sourcing Team, the Strategic Sourcing Student will support our Strategic Sourcing team on various projects in the department. These support activities include:

- Interacting directly with vendors to collect information
- Performing purchasing functions including the preparation of purchase orders, change orders, supply agreement drafts and documents
- Input of documents into the supplier portal
- Updating purchasing price models with current market data and maintain data integrity
- Identifying alternate sources of supply for certain critical items
- Assisting the improvement of functionality of our supplier management software and our SharePoint site.

Requirements: (Knowledge, Work Experience, Skills/Attributes/Physical Characteristics)

The successful candidate will possess:

- Strong communication, interpersonal and presentation skills
- High energy with a passion for business
- A background in technology including Microsoft Office
- A relentless desire for accuracy with details
- An aptitude for computer systems and knowledge of SharePoint would be an asset

Education:

The successful student will be either entering or currently in their 4th year of a Business or Commerce program and in good academic standing.



Applications should be submitted to the Career Services Coordinator and contain a resume, an unofficial transcript and a cover letter. Cover letters can be addressed to:

Greg White

Recruitment Specialist

Irving Talent Acquisition

100 Midland Drive

Moncton NB

Organization: Mount Allison University - Financial Services Department

Internship Position: Financial Services Assistant

Employment Dates: May 2012 - August 2012
(Earlier start date as a part time position if the student is available)

Location: Sackville, New Brunswick

Compensation: \$11.00 per hour
(Full-time)

Duties:

- Assisting with the preparation of special reports. This includes researching materials involving treasury and endowment activities, procurement, environmental reporting, utility management and other areas.
- Assisting members of the Department with the preparation of various spreadsheets and annual reports.
- Assisting with the preparation of the University's carbon footprint.
- Assisting with the routine operation of the Department. This includes filing cheques and other documents, staffing the Department's reception area and faxing materials to vendors.

Qualifications:

- Currently second or third year student
- Attention to detail
- Ability to learn quickly and to work independently
- Strong spreadsheet and analytical skills
- Excellent communication skills
- Web skills and knowledge of Microsoft Office considered an asset

Organization: Ocean Capital Investments Inc.

Internship Position: Accounting Associate

Employment Dates: May 2012 - August 2012

Location: Saint John, New Brunswick

Compensation: \$12.00 per hour
(Full-time)

Duties:

Ocean Capital Investments Inc., which includes Broadcasting and Real Estate businesses, is interested in a second or third year student to work with our Accounting Services team in Saint John.

Day to day activities of the position will include working with the Team on fundamental accounting practices and deliverables, as well as be involved in various projects. The internship will provide the student exposure to accounting functions and monthly financial schedules as well as the opportunity to work in new technology applications across diverse business lines. The student should be comfortable with self-learning in new information technology applications.

Qualifications:

Our preference would be for a 3rd year student interested in pursuing a career in Accounting however, consideration will be given to a strong 2nd year student
Proficiency in Excel is required.



Organization: Scotiabank

Internship Position: Customer Representative

Employment Dates: May 2012 – August 2012
(*Opportunity for Casual/ Relief work after internship*)

Location: Sussex, NB

Pay: \$10.00 per hour (*minimum*)
(37.5 hours per week)

Duties:

- Member of the branch Service Team and will work in close partnership with the branch Sales Team
- Meeting walk-in customer transactional needs, resolving customer service & maintenance related inquiries and identifying & directing sales opportunities to the appropriate Sales officer
- Provides the successful applicant an excellent introduction to the banking industry

Qualifications:

- An interest in banking as a career
- Intentions to complete prior to graduation a qualifying course to obtain a license to sell mutual funds
- Excellent verbal and written communication skills
- Strong customer service competencies such as: accuracy & thoroughness, confidence flexibility, customer focus, results focus, team focus

As one of the 'Best Employers in Canada' for the seventh consecutive year, Scotiabank places great importance on recognizing and rewarding strong performance. We offer room for advancement, a stimulating work environment and the resources to help you make the most of your career. Together, we continue to make Scotiabank a great place to work.

This opportunity will be of interest to students wishing to explore the banking/ financial industry for possible career opportunities upon successful completion of their post secondary education.

Scotiabank is an equal opportunity employer and welcomes applications from all interested candidates meeting the above qualifications.

Application Procedures

*****Please note that there may be additional internship opportunities added to the current list. If this is the case, all applicants with an area of concentration in a relevant field will be contacted and given the option to apply for newly added placements*****

The Ron Joyce Centre for Business Studies Internship Program will operate on a three-tier admissions process as follows:

Step 1. *Application submissions: Deadline – February 10, 2012*

Applications can be found on the Ron Joyce Centre for Business Studies website
- http://www.mta.ca/ron_joyce/

Step 2. *Review of applications – conducted by Internship Selection Committee*

- Top applicants will be contacted and asked to submit a targeted cover letter and resume for the specific internships they are qualified for.
- Please contact careers@mta.ca with any questions you may have

Step 3. *Employer-based screening/interview process*

- Successful applicants will be contacted by the Internship Selection Committee regarding interview details
- *Only those who make it to the interview stage will be contacted

It is our hope to contact all successful candidates and finalize each placement by March 2, 2012.