

Introduction

The UPIC Program (University Professional Internships and Co-Op Program) is Clemson University's premiere on-campus internship program. Established in 2012, UPIC offers undergraduate students the opportunity to participate in nearly 1000 paid internships annually. UPIC is a leader in the creation of a campus-wide culture that involves students partaking in meaningful and relevant developmental experiences. Students have the opportunity to work alongside Clemson University faculty and staff gaining professional work experience in their field of interest and study. UPIC interns are required to register for and online internship (INT) Course and complete work hours and all related assignments to receive a transcript designation after successful UPIC completion.

The UPIC Position Description Booklet contains a wide variety of current and former position descriptions for UPIC internships. Positions are categorized by both major/interest area and competency area for clarity.

As it is meant to be used as a reference tool, the positions represented in the book may not be currently available to students every semester. Students interested in applying for and obtaining a UPIC internship should check ClemsonJobLink (CJL) for availability. Students can utilize the Center for Career and Professional Development on the 3rd floor of Hendrix, Suite 316, for assistance in identifying and applying for internships and navigating CJL. The UPIC office, on the 3rd floor of Hendrix in Suite 314, is also happy to answer any other questions about the program.



LEARN, ACT, FLEX SUCCEED

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UNLEASH YOUR INNER TIGER

Competencies for Clemson University Students to Develop and Articulate

Engagement	Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individual within and outside of one's industry or area of expertise.
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.
Innovation	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.
Professionalism	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.
	Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.

Alphabetical Order

A

Abiotic Stress Physiologist Intern ●●●

The intern will work on a project that focuses on identification of soybean lines with traits that contribute to early-season drought tolerance. The specific objective of the project is to evaluate a soybean germplasm of 373 lines for the amount of moisture needed for germination, time to produce a radicle, primary root length, and seed size to identify lines that require less amount of moisture for germination, lines that quickly produce a radicle, and lines with increased primary root length and to determine whether any relationship exists between seed size and germination %. The project involves greenhouse and lab works. The intern will be responsible for data collection and data entry and will work with the mentor for data analysis and interpretation. Since data collection is time sensitive, the student may need to work weekends. The intern will be provided with opportunities to present the research results in professional meetings and will receive co-authorship in the publication depending upon the contribution. The intern is also expected to assist in other on-going research in the lab.

Academic Liaison Intern ●●●

The intern will be involved in all aspects of administration for the Departments of Campus Recreation and Campus Activities and Events. Responsibilities include assisting in the development, implementation, training and assessment of all program and service areas as it relates to academic relationships and agreements. Specific duties may include: selection process, all required paperwork and assurance of compliance with Department, University and State policies and procedures, assisting with internship orientations, fairs, and other academic related events, as well as evaluation and preparation for the upcoming school year. The position will assist in the strategic planning as well as the daily duties of the Campus Rec internship model for all levels of academic experiences which also include working with the LLC council and department related Creative Inquiries and a blended study abroad CI experience as well as other classes. This position will aid in an overview student perspective of the departmental needs.

Academic Success Intern ●●●

The intern will assist the Advising, Coaching, and Counseling area of the Academic Success Center. Under the direction of the Assistant Director and Coordinator of this area, the intern will assist with program logistics (i.e. coaching forms, packets for students, etc.), marketing and outreach (i.e. helping with social media, promotion, and working events), Student Success Week, Orientation prep, and assisting the AD/Coordinator as needed.

Admissions Representative Intern ●●●

The intern will travel, primarily in South Carolina, Georgia, and North Carolina, or other large city areas in the Southeast, to speak with prospective students and parents at College Fair (trade show) programs—Overnight and some limited weekend travel will be necessary. They will participate in a wide variety of admissions marketing activities aimed at achieving institutional enrollment goals; (i.e., publications development, targeted electronic or printed communication campaigns, phone-a-thons and tour speeches); attend a professional admissions conference for training and networking; assist in maintaining a high school guidance counselor contact database; attend planning sessions and meetings with admissions staff, faculty and student groups; respond to telephone inquiries, walk-in visitors and emails regarding aspects of admissions and financial aid; prepare and maintain financial aid verification files; carry out other miscellaneous office duties as needed.

Animal Care Technician Intern ●●

The intern will provide animal research support, animal health care, and facilities maintenance for their centralized laboratory animal research facility.

Art Director Assistant Intern ● ● ●

The intern will work on: brand identity design, digital graphic design, motion graphics (including shooting and editing video), design for social media, and design support for professional staff.

ASPIRE to be Well Intern ● ● ●

The intern will conduct research on alcohol and other drug abuse prevention, interpersonal violence prevention, and related wellness needs of college students. This individual will help prepare materials for Aspire student facilitator training and participate in all Healthy Campus planning activities for spring, summer, and fall. The intern will be part of developing training materials from start to finish. During the spring semester, the intern will regularly communicate with approximately 25 Aspire student facilitators and will provide Aspire facilitators with information and resources through weekly newsletters and regular website updates. The intern may also help prepare survey tools and data collection instruments to help evaluate various Healthy Campus programs. They will also partner with staff to utilize website, email, and social media to disseminate information. The intern's responsibilities will also include preparing content for the Developing Peer Delivered Initiatives to Foster the Promotion of a Healthy Campus Creative Inquiry Team. This may include participating in the selection of articles and other course reading materials and the selection and scheduling of guest speakers for the CI class.

B

Baruch Institute Research Interns ● ● ●

The intern will work closely with post-doctoral scholar and graduate students over the two months. Duties will include chemical analyses (such as greenhouse gas and water quality measurements in the laboratory), field work (such as water and soil sampling in swamp and forest), and computer data entry and analysis using MATLAB. Interns will house in the dorm at Baruch Institute in Georgetown SC.

Bioinformatics Research Intern ● ●

The intern will develop bioinformatic approaches and pipelines to process single-molecule sequence data. Specific tasks include pattern matching and custom scripting for both pre and post processing of data. This work is critical in the development of next generation sequence analysis tools.

Bridge Program Student Success Intern ● ●

The intern will develop and deliver programs and services geared to support the academic needs of Bridge students. Some of these programs and services will include 1-1 peer academic coaching and delivery of academic and student success workshops on various topics including time management, study skills, and goal setting. The intern will also assist with large-scale Bridge programs such as MAJOR night. MAJOR night brings Clemson academic advisors and staff together to provide Bridge students with the opportunity to connect with Clemson advisors and staff for assistance with academic and advising related questions. The intern will also have the opportunity to attend, assist, and present at monthly all-Bridge student meetings.

Broadcast Productions Video Intern ● ●

The intern will work closely with professional production staff members on a variety of projects as well as working independently on projects under professional supervision.

Broadcast Technical Assistant Intern ●●

The intern will help Tigervision members as well as Broadcast Communications students using the Tigervision studio with learning how to use equipment necessary for broadcasting as well as helping them in case of unexpected technical issues or failures. They will also coordinate usage of the lab with Communication Studies. The intern will be responsible for creating an equipment logging system and user manuals for equipment as well as providing training workshops for Communication Studies students utilizing the Tigervision lab.

Business and Anthropology Intern ●●

The intern is needed to research Business Anthropology programs and current courses offered at Clemson for possible development of certificate program, internships, and research experiences. Anthropology and/or business major preferred.

C

CAFLS Student Recruitment Marketing Intern ●●

The intern will update and create web content for CAFLS. Monitor and post on social networks (Facebook, Twitter, LinkedIn, Pinterest, and more). Update and create printed publications. Create and strategically share video content. Maintain and create content for Video Screens Skills required are being comfortable with a variety of internet browsers, website structure, and knowledgeable of internet terminology, trainability in cascade web content managing system, fluency in social media platforms and strategies, ability to provide timely, thorough, and professional responses. Additional skills preferred are Intermediate+ InDesign and Photoshop user, understand basic design and design setting and can make decisions to create professional level marketing material.

Calhoun Honors College Student Coordinator for External Affairs Intern ●●●

The intern will: support communication efforts through updating and creating new publications and literature, support branding efforts by revising or creating event flyers and logos, complete spotlights on current students/staff/faculty/alumni, assist with alumni outreach and communication initiatives, plan new events and initiatives to engage Honors alumni, support any Honors alumni/parent campaigns and events, oversee social media accounts and research methods for improvements, and help with website updates and maintenance.

Camp Counselor/Program Assistant Intern ●●●

The intern will be planning for Camp Sunshine, a weekend program for children and adults with severe/profound disabilities. This program occurs three weekends over the fall semester. The intern will assist in planning and leading programs, special events, and activities with dissemination of application materials, participant and parent communications and site preparations prior to scheduled programs.

Campus Activities and Events Human Resources Assistant ●●●

The intern will help to develop system efficiencies and provide feedback for the hiring process, training presentations, database management, timekeeping system, and payroll process. They also maintain the department student employee handbook, in addition to aiding research for development, improvement, and expansion of written department policies, procedures, and expectations of the department student employee handbook. They help create and maintain the training materials, as well as assist with training presentations. The

intern will maintain an HR calendar, including but not limited to, all hiring deadlines, payroll deadlines, training schedules, on-boarding schedules, etc. They will manage the Vencidi member database and student employee files by continuously updating files and communicating with student employees to ensure accuracy of employee files, as well as maintain accurate and orderly files and records following all systems and protocols.

Campus Activities and Events Special Event Operations Intern ●●●

The intern will train to become proficient in sound, stage, lighting production, and guest services, ensuring that events that require Specialty Events staff are properly staffed. They will recruit, train, and supervise student Specialty Events staff, assist in preparation of training manuals and provide hands-on training to student Specialty Events staff, and set up event equipment: tables, chairs, barricades, and anything else that may be needed for the event. They will maintain records and files for each event, as well as assist with the recruitment (or soliciting) of new clients and logistics of major events being hosted by Campus Activities and Events and/or clients of Campus Activities and Events. They will maintain inventory and organization of Specialty events equipment, attend necessary meetings and work with clients to ensure their event is a success, monitor events to help the guest have a wonderful experience, ensure safety in venues and events at all times, and attend Campus Activities and Events “major event logistics” meetings weekly.

Campus Activities and Events Venue Operations Intern ●●●

The intern will: supervise the venue operations managers and AV and Conversion tech staff; ensure that events in the Hendrix Student Center, the Edgar Brown University Union, Tillman Auditorium, the outdoor venues, and mobile event services are properly staffed; assist in preparation of training manuals and provide hands-on training to venue operations and event staff; manage and assist venue and event staff to ensure proper procedures are followed; work with A/V equipment including sound systems, lighting, projectors, etc.; set up event equipment (tables, chairs, barricades, and anything else that may be needed for the event); assist with everyday maintenance in venues by installing new products, performing quality checks, securing the facilities, cleaning, monitoring and managing inventory of equipment, etc.; assist with other event and daily venue related tasks as needed; work with clients to ensure their event is a success; monitor events to help the guest have a wonderful experience; ensure safety in venues and events at all times.

Campus Banner & Design Intern ●●●

The intern will begin training to ensure they are able to accomplish daily tasks correctly and efficiently. Strong design skills are an advantage but not required. They will work as a part of a student-run team, designing, printing and finishing pieces such as logos, banners and signage. This involves handling a customer job from the start of the consultation to the finishing steps of billing. The intern will work alongside other student employees dealing with writing, marketing, inventory management and web-design. Graduate student production managers will supervise the intern and the rest of the team.

Campus Recreation Special Events Intern ●●●

The intern will be involved in all aspects of assisting with the programming and administration of several major special events, which will include but are not limited to, the following: South Carolina Women in Higher Education Leaders Forum for women in higher ed. across the state. Also, the Annual Bring Your Daughter to Clemson event as it relates to the programs offered at Fike Rec. Center for the participants. In addition, the annual HR Employee Benefits Fair that will be hosted at Fike Rec. Center. All events are assisting Susan Pope who serves in leadership positions with each organization/agency: (for SCWHE- work directly with the Bd.in planning and utilizing campus depts as resources for the program- ex.- MCC with resume and interview process, Fike for physical activity such as yoga, zumba classes, etc., BYD to CU event- work with the Women's Alumni Council in planning and coordinating

and for the HR event in the fall, represent the Dept. of Campus Rec. as well as serve as the host for all participants and their booth needs, tours, etc.

Career Development Intern ● ● ●

The intern will be responsible for assisting fellow students during drop-in hours with the following: resume and cover letter critiques of undergraduate students (with appropriate training); signing up for and using ClemsonJobLink, CareerShift, and GoingGlobal, logging-in and completing career assessments such as the Strong Interest Inventory and the MBTI; overview of the career center website, available resources, and the career guide; job Interviewing skills and tips. They will also complete allotted career resource desk assistant hours and assist with the following: Signing in and scheduling students for drop-ins and appointments using AppointmentPlus; checking in students utilizing our career management system, C3M; directing students as needed throughout the Center for Career and Professional Development; updating resources and handouts in the Career Resource Center; assisting our Career Resource Counselor as needed; creating, assisting, and completing projects as assigned; utilizing educational background; assisting with design, promotion, and marketing for various events, programs, and initiatives (including, but not limited to, Resume Blitz, workshops, and Career Fairs). They will also hand out flyers to increase outreach hours leading up to events, conduct quick 5-minute mini presentations with classes or student groups about upcoming events, support the career development team with various projects, programs, and initiatives, direct students and employers at the fairs, assist with check-in and nametag tables at fairs, and aid in the set-up and take-down for the fairs and various events. They will serve as an ambassador/connection for college or specific majors. Each position would be responsible for outreach hours or presentations specific to a college and serve as a student point of view for their fellow student by providing an added element of approachability that full-time staff and graduate assistants may not be able to provide. They must attend Career Development Staff Meetings when applicable to serve as a voice for students, engage in personal and professional development by attending applicable career center and university training opportunities, and assist with the training and mentoring of new Career Ambassadors.

Career Specialist/Alumni Relations Intern ● ●

The intern will conduct in-depth research on career paths in sociology, including writing a literature review and conducting information interviews with current students and graduates of the sociology program. They will develop a career website for the Department of Sociology and Anthropology, create a job, internship, and mentor database with general information and specific opportunities for sociology majors, develop a newsletter and other materials that highlight alumni and student success stories and career profiles of sociology graduates, and assist in the planning of career panels and professional development workshops for students in the Department of Sociology and Anthropology.

CCPD Web Development/ IT Intern ● ●

The intern will be an integral part of the design and development process for the website. We are looking for a Web Development Intern (for a part-time schedule for the spring semesters) with the necessary skills to assist our Information Technology team. The Intern will work closely with the Director of Information Technology and will collaborate with other team members. Required Skills: Strong knowledge of HTML, MySQL, PHP and Bootstrap CSS. Experience with Dreamweaver (and other Adobe products); high comfort level with using social media platforms (Facebook, YouTube, Twitter, Google+, LinkedIn, blogging, etc.); effective writing and editing capability; attention to detail; interest in new web and digital technologies. Qualifications: Majoring in Computer Science, Computer Information Systems, Management (Information Systems), or Communication Studies (Media and Mass Communication); excellent verbal and written communication skills.

Center for Visual Arts Marketing and Public Relations Intern ● ● ●

● Engagement

● Innovation

● Professionalism

The intern will help design materials that promote and support all activities, events, student recruitment, fundraising, membership growth, and education. They will help post and manage social media content, edit and proofread content material, photograph events, edit photos and upload to Flickr albums, and keep current online calendars for all events and promoted activities. The intern will help manage and execute many aspects of art awareness activities and/or fundraisers and invite members to attend all CVA activities and events via social media and an electronic eNewsletter. Requirements: interest in the visual arts; experience in customer service, sales strategies, and communications; ability to work in a friendly manner and establish and maintain effective working relationships.

Center for Watershed Excellence Water Resource Intern ●●

The intern will work with the campus Clemson Extension Water Resources agent to promote healthy waterways through storm water pollution prevention education and involvement projects. The intern will craft a project for campus that will be used to educate others on storm water and its impacts to our local waterways. These may include, but are not limited to rain gardens, bioretention cells, bioswales, permeable pavement, green roofs, and green parking. They will create materials that support their proposed outreach program, which may include videos, handouts, signage, and surveys, measure the potential impact of the outreach effort and make recommendations for improvement if repeated, and report on the program's success through social media, websites, press releases, news articles, or other communication strategies.

Central Stewardship Team Intern ●●●

The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of stewardship, engagement and event planning. They will develop an understanding of Clemson's current stewardship program and gain a wide range of experiences related to all aspects of the stewardship program such as gift acknowledgment, engagement events, donor recognition, etc. This experience will include working alongside the College/Unit Development Team Stewardship Coordinators, Clemson University Advancement Team, Clemson University Foundation Team, Clemson University Financial Aid Team and various members of the Clemson University Faculty. The intern will learn best practices in gift acknowledgment, stewardship reporting and donor communication while gaining significant experience in our fundraising database, Raiser's Edge and our stewardship database, the Circle of Gratitude. They will assist the Central Stewardship Team's donor communications efforts by pulling weekly gift reports, creating donor gift acknowledgements, and pulling specific data lists for various stewardship projects, as well as assist the Central Stewardship Team's engagement efforts by helping plan and execute various stewardship engagement events and opportunities throughout the year, including the Week of Gratitude and assisting the University Development Team Stewardship Coordinators with their respective donor appreciation events. They will assist the Central Stewardship Team with various stewardship impact and compliance projects such as donor scholarship notifications letters, compiling endowment statements and scholarship recipient thank you note initiatives and create and compile meeting materials and help facilitate meetings at various levels. They will assist in our efforts to build better relationships with our partners in the Academy by attending meetings with partners across campus, help facilitate Circle of Gratitude website trainings and general communication with those partners, and assist the Central Stewardship Teams with mailings for upcoming events, stewardship cards, birthday greetings, and other significant mailings where donor contact is critical.

Chemical & Biomolecular Engineering Laboratory Intern ●

The intern will assist in the fabrication, modification, maintenance and repair of electro-mechanical laboratory and safety equipment. They will assist in lab and personal computer servicing and repair, implementing lab and office furniture moves and rearrangement, including light cleaning and painting and performing routine functional tests and inspections on safety equipment throughout the department.

Chemical Engineering Graphic/Communications Intern ●●

The intern will assist with uploading new pictures and communications to our public monitor system, departmental website, and Facebook page on a weekly basis. In addition, the intern will assist the ChBE Office Manager in creating departmental newsletters and e-newsletters as well as other publications as needed during the school year. The applicant should be proficient in writing, creating graphics, and using Adobe InDesign and Photoshop.

Civil Engineering Data Management Intern ●●

The intern will work with a faculty data specialist to build and manage a data repository for a large-scale project acquiring a wide variety of data types. The intern should have experience working in programming languages, particularly Python and Matlab, which are expected to be used extensively in the project. An ideal candidate will also have experience with database design and management using SQL.

Civil Engineering Grand Challenges Intern ●●

The intern will collaborate with Clemson's Grand Challenge Scholars program and Clemson Engineers for Developing Countries. Responsibilities include: conducting literature reviews, collecting Engineering Grand Challenge student projects, assisting with measurement of global engineering skills using Engineering Grand Challenges Assessment tool, verifying the accuracy of data, writing reports, contributing to publications, attending group meetings, and presenting results.

Clemson Architecture Center in Charleston Intern ●●

The intern will have the opportunity to demonstrate the interrelationship between theoretical principles of architecture as a profession and their application in practice. By supplementing the typical studio and seminar courses with an opportunity to participate in an internship, the intent is to reinforce the link between academic and professional realms. The CACC Mentorship Program has been developed as a method of exploring the practice of architecture or design through experiential learning.

Clemson Department of Public Health GHS Collaboration Research Intern ●●●

The intern will assist with a research-based collaboration between Clemson University and Greenville Health System. The student will be responsible for working on various research projects and collaborative efforts to support the CU School of Health Research. Another vital responsibility is to facilitate connections between GHS and Clemson University faculty, including working with manuscript and funding proposal development and IRB. The work of the intern will further the CU / GHS partnership, thereby promoting productive research and scholarship in health services. The CUSHR has goals to improve the health services workforce, advance patient centered care, and compare effectiveness of health interventions and inform policy. The intern will have excellent opportunities to learn about health services and research, manuscript and proposal writing, and relationships between healthcare organizations and academic institutions. Working with CUSHR will give the student experience and insight into the healthcare system. Competitive candidates should have exceptional written and oral communication skills. This position will require the student to balance a large number of projects at once, so organization is crucial. Selected student will have initiative and the ability to work independently and have excellent interpersonal skills to work with diverse faculty and clinical staff.

Clemson Engineers for Developing Countries Intern ●●●

The intern must be familiar with the organization, able to work with administration, faculty, and community organizations to establish new partnerships, proficient in drafting professional documents and communication, and able to create and perform assessments on students and community partners. The scope of the effort will

include helping to create strategic plans for CEDC's future, institutionalizing CEDC processes, seeking funding from internal and external partners, performing research on CEDC learning outcomes and projects, and other tasks required to facilitate CEDC's strategic growth. Candidates must be comfortable working with large groups of stakeholders.

Clemson Engineers for Developing Countries Maker Space Intern ●

The intern must have a proven track record of being a self-starter with good planning and analytical abilities, organizational skills, time management, following directions, working within a multidisciplinary environment, and supporting the program objectives. The scope of the effort includes but is not limited to: the assessment of facilities, the creation of drawings, receiving / inventory of equipment, creation of inventory management systems, creation of workstations, settling up laboratory environments, and other tasks as directed. Candidates must be comfortable working in an outdoor environment, performing physical labor, and getting dirty at times. Once the maker-space has been established the candidates will assist in the day to day management of the space which will include cleaning, inventory control, equipment management, safety training, and project support as required.

Clemson Online Educational Media and Web Support Intern ●●

The intern will actively take part in website development and web app development (including coding of widgets, features and plugins and online projects related to Clemson Online). Knowledge of jquery, HTML5 and multimedia development is preferred. Depending on the individual strengths/interests of interns, projects may include the following: assess communication materials (marketing, networking, teaching) of Clemson Online to identify informational gaps, usability shortcomings, potential opportunities for new media development, study and pitch ongoing improvements to the branding of Clemson Online to fit program growth and research endeavors, contribute to the planning and execution of Clemson Online marketing campaigns across multiple media (online, radio, video, audio, etc.), assess and engineer data analytics to strategize new methods of messaging to and communicating with Clemson Online audiences, contribute to the development of dynamic educational resources for Clemson Online and their faculty, write and edit copy for a variety of audiences and rhetorical situations (advertisements, scripts, reports, etc.), develop strong working knowledge of online learning platforms, production hardware, and Adobe Creative Cloud software, learn, maintain, and champion Clemson Online style guides for communication and design, conduct usability tests and analyze user interfaces, attend meetings, take minutes, and transcribe recordings as requested, and compile and update project status reports.

Clemson Online Intern ●●

The intern will develop a framework to assess three criteria: cost, learning outcomes, and student experience. Responsibilities include conducting literature reviews, performing assessments of online and face-to-face courses, collecting data from instructors, drafting reports, contributing to publications, collaborating with the project team, and presenting results to a varied audience. Students interested in this position should have completed at least sophomore year, be able to work 10-15 hours per week, have a GPA of 2.5 and above, with an interest in higher education, online learning, research, and/or cost-benefit analyses.

CLIF (Clemson Light Imaging Facility) Intern ●●

The intern will coordinate an ongoing effort to improve and streamline administrative processes and inventory management in the Clemson Light Imaging Facility. They would be responsible for evaluating the current office and laboratory procedures and identify areas for improvement. The intern would work with CLIF Management to implement new standards for registering users, maintaining user time sheets and records, streamlining billing processes, and managing inventory and safety records. The student would select potential software programs to aid in these processes and would be responsible for beta testing the efficiency and economic feasibility of such software. The intern would also assist in training other staff members to use new procedures. As part of the

internship experience, the student would participate in the annual light micrograph contest and symposium and learn how to conduct various types of light imaging, including fluorescence, confocal, multiphoton, dark field, phase contrast, DIC, and polarized light microscopy. In addition to hands on experience with advanced light imaging techniques, the intern would be exposed to a number of ongoing research projects within the Clemson community. Current research projects in the core range from advanced materials, entomology, campus wildlife studies, cancer cell biology, nanoparticle studies, parasitology, biofilm formation, plant sciences and environmental toxicology.

Club Sports Intern ●●●

The intern is responsible for maintaining safe playing conditions for club activity. This includes being on-site and prepared to handle any circumstance that may arise including injury, illness, and unsafe playing conditions. The intern should act as a liaison for Campus Recreation to visiting teams and represent Clemson University in a professional manner. They must also ensure all appropriate procedures are followed at each event. The manager will provide administration and marketing support to the clubs as well. Time will be split between working in the Club Sports Office and working out at Club Sport Practices and Home Events. Assigned Projects: Club Sports Performance of the Week, Club Sports All-ACC Academic Team, Home Events Marketing (giving out t-shirts, providing information about Club Sports, etc.), Growing the database of Clubs Sports photos and videos.

College of Business and Behavior Science Development Intern ●●

The intern will gain real-life work skills by interacting with individuals and corporations. They will apply knowledge from academic classes to real world applications and situations and learn time management by working with deadlines.

College of Education Website Development Intern ●●

The intern will work in a collaborative team to develop a virtual professional development library on the website for the CU Reading Recovery and Early Literacy Training Center for SC. Duties will include producing analytic report documenting web site usage in MS Excel and Google Analytics, creating python script to analyze web site statistics for reporting duties, and managing a Wordpress Content Management system, including creating pages, custom code development and system administration.

College of Engineering/Computing/ Applied Science Research Program Intern ●●●

The intern will help create marketing plans and developing brochures, flyers, and other promotional materials for distribution to prospective Clemson students, current students, and others in our community. The intern may also create materials for experiential learning focused websites and promote experiential learning at Clemson through social media and on-campus activities.

College of Engineering/Computing/Applied Science Video Support Intern ●●●

The intern will be helping to schedule and record videos of faculty and students, developing content for videos, and editing videos.

Communications Intern ●●

The intern will continue the work started by the summer communications intern. The primary focus of this position will be to work with departmental leadership to develop and enhance the communication plan (specifically communications to the student body but also to faculty and staff). The person in this position will need to evaluate the current processes and determine how to best disseminate timely information to the appropriate

constituencies. The intern will also need to determine the appropriate mediums for use in disseminating information, including but not limited to: email, text, and social media.

Community Studies Intern ●●

The intern will have the opportunity to work on program marketing and promotions for helping to strengthen the Community Studies concentration within the Department of Sociology and Anthropology. The student will gain experience in marketing and promotions for a variety of programs intended for current and prospective students, ranging from the Social Entrepreneurship Impacting Business, Health, and Community study abroad to South Africa and a newly proposed environmental justice symposium to the Community & Economic Development Club, a campus organization for students interested in community development and related fields. The intern will be responsible for helping to develop a marketing and communications plan to promote and to increase awareness among students, faculty, and staff of the Community Studies concentration. Some research assistance will be required. The intern is expected to consult and to collaborate with Sociology & Anthropology faculty as well as faculty and students in related fields such as City and Regional Planning, Community Health, and applied research organizations such as Sandhill Research and Education Center, Southern Rural Sociological Association, among others. The intern will also receive one-on-one mentoring throughout the experience as they will be working with Sociology and Anthropology faculty mentor. Students interested in marketing, communications, website and graphic design, community development, and entrepreneurship are encouraged to apply.

Cooperate Relations and Event Planning Intern ●●●

The intern will develop and strengthen communication, organization, time management, and marketing through planning, coordination, and completion of various events. The interns will strengthen his/her personal brand and show strong ethical values and integrity in every action, gain work experience relevant to different career paths in marketing and event planning, and establish network of professional business, alumni, and university contacts.

Counseling and Psychological Services Intern ●●

The intern will assist with workshop presentations, outreach projects, and promoting mental health and wellness.

Creative Services Writing Intern ●●●

The intern will be tasked with writing feature stories for the Clemson.edu website, editing website and printed material content, and other duties as assigned. The majority of their time will be spent coming up with stories for the Clemson website, interviewing professors/students/staff/others for those stories, and then writing them. Intern will work closely with Creative Services web writer/editor throughout their time to ensure they leave a stronger, more proficient, and comfortable writer. Additional opportunities for print project work may arise as needed by internal campus clients. The student should be comfortable or willing to learn how to conduct interviews, take notes, and return with the items needed to create a story. They should be able to come up with their own story ideas, writing opportunities, or project ideas as well as take provided story ideas and complete the project. The intern must be personable, able to take direction and editing, willing to ask questions, and in pursuit of experience as a journalistic or marketing writer.

CU Life Science Science Education Camp Planning Intern ●●●

The intern will help design activities and lesson plans for our summer science camps. They will work with a mentor and another instructor to test the activities, plan the lessons, and get the necessary supplies.

CULSOC Publicity Intern ●●●

The intern would be responsible for helping to publicize various events held by the center. The duties would include writing up informational articles for local news outlets when their local school groups come to the center, photographing students at work in the labs, managing photo permission forms, and managing the Center's social media. The intern may also work on promotional flyers.

D

Data Visualization Intern ●

The intern will work on visualizing geologic data with advanced imaging methods, such as Oculus Rift.

Decipher Magazine Editor ● ● ●

The intern will receive title of Editor for the Creative Inquiry magazine, Decipher. We are seeking a highly motivated student with exceptional writing, editing, and management skills who can both organize a team of writers and collaborate within an interdisciplinary team to produce the Decipher magazine. The Editor will gain experience in project management and publishing similar to that in a professional publication setting and will develop a broad perspective of Clemson's student research activities in the context of a collaborative and productive internship experience. The Editor will take responsibility for the writing of Decipher magazine, including assembling and supervising a team of students to interview CI project members and write articles and editing these articles for publication. The Editor will supervise the assistant Editor, so as to prepare them to take on the role of Editor in the following year. The Editor will closely collaborate with the Chief Graphic Designer and the student interns working with them (assistant graphic designer, photographer) to help collect and arrange appropriate photographs to be used with stories and advise in the development of the magazine layout.

Digital Media for New Student/Family Programs Intern ● ●

The intern will work directly with the Associate Director of New Student and Family Programs to create digital resources for families. These resources will include Tiger Cub 411 "infomercials" on things to expect throughout the year to help families prepare for difficult moments that they or their students may be having. The coordinator will also be creating a comprehensive yearly social media campaign around common issues/concerns that families have or need to know about throughout the year. For example: homesickness, making friends on campus, how to support the financial constraints of college, going home for the first time etc.

Division Website Developer Intern ● ●

The intern will work with CCIT in revising the Division of Undergraduate Studies website. This will include developing a consistent layout and revising content. It will also include working with CCIT to make sure the Division website has appropriate links and connections to other University and external websites and resources.

Donor Relations Program Intern ● ● ●

The intern will work directly with the Associate Director of Donor Relations for the College of Engineering, Computing and Applied Sciences (CECAS) to ensure that all donors are stewarded in a timely and appropriate fashion by assisting in stewardship and engagement correspondence, communication and interaction. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained experience in various aspects of stewarding major gifts/donors in a university setting. Job Functions include: alumni engagement (send congratulations cards and/or gifts to CECAS alums experiencing personal or professional achievements, send condolence cards to CECAS alums or their spouses for deaths in the family, etc); stewardship (write thank you notes to donors, make thank you calls to donors, utilize Raiser's Edge donor database to run

weekly and periodic report, create thank you videos, create stewardship impact reports, and help connect students to their scholarship donors in on-campus meetings); events (assist in planning, collecting RSVPs, creating nametags, and working the registration table for donor relations events).

E

Educational Media and Resources Production Intern ●●

The intern will support the initiatives and vision of the Director of Texts and Technologies and perform a wide range of duties to help Clemson University develop, test, and train students and faculty to better engage online educational programming. Many projects will be long-term in nature, beginning with exploratory research and development before leading to strategic implementation of best practices. Depending on the individual strengths/interests of interns, projects may include the following: Assess communication materials (marketing, networking, teaching) of Clemson Online to identify informational gaps, usability shortcomings, and the potential opportunities for new media development.

Ethics Engineer Intern ●●

The intern will provide support for the CUEthos social media platform, which is being introduced campus-wide. Duties include technical support, content design, feature testing, marketing and helping manage an associated creative inquiry class.

Electron Microscopy Laboratory Intern ●●

The intern will get hands-on experience and regular use of electron microscopes, sample preparation and development of analytical microscopy-based techniques, and the opportunity to frequently interact with industry and university lab users. They will get an introduction to and direct experience with electron microscopy-related technology, which is helpful for future careers in engineering and science. They will have the opportunity to develop analytical skills and improve collaborative skills.

EMAGINE STEAM Outreach Intern ●●●

The intern will coordinate summer STEAM outreach activities for Clemson's EMAG!NE outreach network. This will include: organizing specific activities, volunteers, transportation, and budget; leading STEAM outreach activities for P-12 students at camps, festivals, and other venues; developing STEAM outreach activities for P-12 students and instructional materials; developing a database of STEAM outreach opportunities. This will involve contacting schools, camps, and other organizations to identify interest and need while maintaining outreach data and statistics and developing reports for EMAG!NE.

Emeritus College Social Media/Marketing Intern ●●

The intern will help develop a comprehensive communications/marketing plan and produce electronic and print materials to achieve the desired outcome.

Energy Audit Intern ●●

The intern will: assist in collection of previous and existing energy usage in small and medium-sized enterprises; review earlier assessments from different universities and recommend any new techniques for the assessment; complete the DOE energy assessment training; conduct energy audits at local manufacturing companies with a small team of students, faculty, and staff and assist in the energy analysis; complete excel-based data entry and

data manipulation; assist with preparation of assessment reports to be submitted to the manufacturing firms and DOE; attend weekly meetings; perform other assigned duties including presentation, assisting grad student or post doc on a research project, and attend weekly meetings. The intern will work in a team of students, professors, post docs and graduate students from different disciplines. The student will learn new techniques in data management, energy assessment, and sustainability assessment. They will have access to the latest in energy audit software and tools. The work environment is highly collaborative and supportive, and the successful applicant should expect to be able to have made connections to potential employers through their energy assessments and will have excellent recommendations from IAC PhDs for their future job search. Working experience in this project will allow the intern to receive extensive knowledge regarding energy management strategies, plant operation and control, data organization and interpretation. The working environment will provide the intern the opportunity to develop leadership and communication skill and build themselves as a key team player, from writing professional technical reports to giving professional technical presentations. Students will also work on creating and managing a portal for clients to schedule assessments. Students will also be eligible to obtain DOE IAC Energy Efficiency Certification upon completion of more than one energy assessment. Student interns will be able to navigate through the North American Industry Classification System (NAICS) to access all the manufacturing sectors. High performing students will also be eligible for Student Research Awards.

Engineering and Science Conference Manager Intern ●●●

The intern will work closely with the Conference Organizer to plan, promote, and deliver a two-day workshop to be held in Charleston over Spring Break. Assist with workshop planning details such: as hotel selection, catering arrangements, identification of local attractions and restaurants; recruitment and selection of participants; workshop coordination, evaluation, and reporting. The intern will serve as the primary point of contact for questions from participants, manage project budget and reimbursements for conference expenses, and interact with education leaders in a professional manner throughout the project.

Entangled Learning Data Analysis Intern ●●●

The intern will participate in qualitative data analysis of student reflections and survey data related to student learning in peer-leader training and in peer-led academic support. The intern will participate in evaluating student reflections for indicators of engagement with PAL program goals by comparing data from program assessment survey responses with PAL leader reflections to determine congruence with leader engagement and participant experience with program goals. The intern's work will contribute to an article, and it is anticipated that the intern will be a named author on the article. The supervisor and a graduate student will give the intern guidance and training on qualitative data analysis and coding as well as making resources available for the intern to learn these techniques. Skills the intern will gain include qualitative data analysis techniques and use of NVIVO software for qualitative data analysis. The intern will also receive training in research ethics by taking the CITI training, and will refine critical thinking and writing skills. Helpful background knowledge for the intern includes knowledge of the PAL program and Entangled Learning, which is the pedagogical basis for training PAL leaders, as well as affinity for or knowledge of qualitative analysis techniques.

Enterprise Risk Management Intern ●●

The intern will have the opportunity to participate in the Enterprise Risk Management (ERM) process throughout campus. The intern will work with staff members to identify and assess the different types of risks that exist within various areas of campus. The intern will also work with staff to review summary reports and presentations for senior administration as well as analyze ERM data utilizing visual analytic software or other reporting tools. This position will give the intern exposure to the various operational as well as strategic functions across the University. This internship will offer students the ability to interact with many Clemson University employees and leaders, including directors, managers, etc. Students will be given the opportunity to attend and participate in several functional meetings with various areas of campus.

Environmental Biology Intern ●●●

The intern will work to continue sample processing and analysis of microplastic abundance on beaches of US National Parks. Upon completion of sample analysis, the intern will work with mentors on statistical analyses and the preparation of publications.

Event Specialist for Campus Activities and Events Intern ●●

The intern will work under the direction of professional staff to schedule customer meetings, enter event set-up notes into the scheduling software, produce event maps, and secure required forms for each assigned event. The intern's responsibilities include: serve as the coordinator for all basic non-affiliated customer reservations, including contract executions and obtaining liability insurance from customer; contact certain customers to determine if an event planner is needed; assist front desk with questions when supervisory managers are not available; maintain accurate and orderly files and records following all systems and protocols; assist with preparing cost quotes and invoices; research, cost compare, and make purchase recommendations; attend selected customer meetings and regular event staff meetings; help to develop system efficiency.

Experience Clemson Intern ●●●

The intern will help run the operational activities of the Brand Center. They will be responsible for: opening and closing the facility when mentor is not present; making sure that all experiences are working properly; updating the Data Ribbon daily as new information comes to the center. The interns will engage visitors in the various interactive experiences available within the facility and be the point of contact for any questions that the visitors may have while in the center. Interns will also track visitor reactions and opinions from the center, and when applicable, the interns will run the cash bar for the sale of merchandise. They serve as a steward of the Clemson University Brand. Interns will be assigned to help think of creative ways to cross promote Experience Clemson with various events and other already existing programs in Greenville and help plan and host events in the center.

Experimental Forest Intern ●

The intern will assist inventorying timber and mapping.

Extension Agent Intern ●●

The intern will shadow with an assigned mentor that works on an Extension Program Team directly relating to the intern's current major. The intern will: complete a designated semester project to be determined based on student's expertise and placement; give presentations and seminars at organized meetings and field days; write newsletters, articles, bulletins, and curriculum; complete a weekly experience journal and prepare a poster showcasing highlights of the internship; interact with the general public through site visits, walk-in visits, telephone calls, and internet contact.

F

Faculty Senate Intern ●●

The intern and site supervisor will co-determine the area of assignment (Program Coordinator, Organizational Governance, Communications & Marketing or Event Management) based on student interest and strengths. There is the potential for a successful intern to rotate through several areas of assignment across several semesters. The student will be able to recognize the above constituents and describe their purpose and related governing

documents. Meetings are an integral part of organizational governance and require detailed coordination of many people and documents.

Fike Facility Operation Intern ●●●

The intern will work closely with the Operations Coordinator to manage various facility management projects utilizing communication, collaboration, and analytical skills. Projects may vary depending on the intern's strengths and interest. This internship will include strategic planning, implementing change, creating of supporting materials, and training student staff.

FIRST Program Intern ●●●

The intern will: work on programming, advertising, and implementing FIRST events; the intern will interact with program staff and student mentors, gaining experience in team-building and relationship-building as a way to support and retain students at Clemson; assist the graduate assistant with projects and their oversight of the FIRST student organization; gain experience in managing a program, from recruitment to planning and implementation. Experience will be gained in budgeting and processing of invoices. This internship works closely with the program graduate assistant, who provides leadership to the undergraduate staff. The FIRST working environment provides opportunities for student leadership, collaboration, creativity and initiative. This position will interact with a diverse group of students and staff and provide the student an environment where they will learn the special needs of first-generation students and what strategies can assist first-generation student success. The skills learned in this position will bring a real-world application to a student in any major by providing skills that are applicable in any profession. The student will receive personal feedback on performance with the goal of improving professionalism in the work environment. They will assist: assist the director with recruitment of first-generation students through the use of letters, email and social media; with advertising events for first-generation students in multiple mediums; in planning and implementing activities for team-building and relationship-building for a new cohort of FIRST students; in tracking the effectiveness of the FIRST program; in conducting and interpreting a program evaluation. They will also provide new ideas and creative ways to manage the program.

Fit Desk Research Intern ●

The intern will work with the Fit Desk Initiative on campus doing data collection, organization, and analysis.

Fitness Programs Intern ●●●

The intern will: collect incoming new clients and assign them to dedicated Personal Trainers; communicate with Personal Trainers about their availability and schedules; keep accurate records and files for all personal training clients; organize and conduct monthly meetings with personal trainers (which include continuing education topics and addressing issues amongst staff); schedule Fitness Assessments when requested by patrons; conduct Fitness Assessments; keep accurate records and files for all Fitness Assessment clients; ensure Fitness Assessments reflect best industry practices. The intern will also manage the Clemson Fitness social media: manage the Clemson Fitness Facebook, Twitter, and Instagram accounts; work directly with Clemson Campus Recreation Marketing to build social media presence; develop an intentional strategic plan with weekly hashtags and posts that encompass all areas of Clemson Fitness & Wellness; work with Personal Trainers to produce a weekly "Tiger Training" video. They will also work with Small Group Training: develop new ideas for Small Group Training programs; meet with and recruit instructors; logistical preparation for all classes (which includes working with scheduling and reservations, communication with other areas of Campus Recreation, and ensuring classes go as planned).

Food, Nutrition, Packaging Science Laboratory Intern ●●●

The intern will work in the Sonoco Package Testing and Materials Evaluation laboratory. They will have a desk in a side room in the lab. The student will learn to use all testing equipment in the lab. They will then be responsible for

working with industry partners conducting package testing and writing reports summarizing the testing and the results. They will be involved in developing custom tests for particular customers and assist in graduate level research being conducted in the Sonoco lab. The student will have the opportunity to go through the certification process and be certified as a Packaging Laboratory Technician with the International Safe Transit Association. The student will be certified as a fork truck operator, so they can operate the lab fork truck.

Forest Ecology Intern ●●

The intern will assist with an interdisciplinary research project that assesses how forest management practices (e.g. burning and thinning) influence water quality. Primary duties will include collection of pre- and post-treatment fuel and vegetation and water quality data.

G

Genomics and Computational Biology Laboratory Intern ●●

The intern will work on the continuation of a carbon sequestration project utilizing marsh grass to determine sulfur oxidizing capabilities and the genetic underpins.

Geoscience Education and Outreach Intern ●●

The intern will work with a team of faculty to plan and implement geoscience education and outreach activities.

Global Engagement Exchange Program Intern ●●●

The intern will gain professional experience within the Office of Global Engagement and supporting units (International Services, Global Partnerships and Clemson Abroad). The combination of the job responsibilities will help the Student Intern gain a greater understanding of the field of international education; see work experience from a global context; and will encourage students to engage in global leadership and cross-cultural awareness. By working with a diverse range of constituents, the Student Intern will be exposed to many opportunities that will allow them to increase their communication and leadership skills. Specifically, the student will communicate and coordinate with on- and off-campus partners to support international initiatives. In addition to the programmatic components of this job, the Student Intern will refine their organization and planning skills. The intern will advise Clemson students on exchange program options, assist with incoming international Exchange student application processing, pre-arrival communications, orientation and welcome activities, and cultural excursions, coordinate and/or participate in outreach activities to promote exchange programs, create publications to illustrate and promote exchange programs as well as activities of the OGE and supporting units, collaborate with the CEC – Cultural Exchange Community on programming activities, manage communication networks with faculty, departments, and international partner institutions, assist with the processing of agreements for current and potential international partners, organize data, files and information in an easily-navigated and sustainable way.

Global Engagement Intern ●●

The Global Engagement Intern will be responsible for marketing global engagement opportunities within the College of Engineering, Computing and Applied Science. Typical job duties will include peer advising, social media outreach, classroom presentations on international opportunities, planning special events, and other projects related to office initiatives.

Grad Program Intern ●●●

● Engagement ● Innovation ● Professionalism

The intern will conduct in-depth research on graduate programs in sociology, with a particular emphasis on applied sociology. This will include: a literature review and information interviews with current students and graduates of the MS in Applied Sociology program; assist in marketing the graduate program in Applied Sociology (develop publicity materials and a mailing list, continue to develop and enhance the website for the department in general and the Applied Sociology graduate program); conduct research on paid internship positions for undergraduate and graduate students; develop a newsletter and other materials that highlight alumni and student success stories and career profiles of current graduate students and alumni; assist in the planning of the professional development seminar for graduate students (identify possible guest speakers, develop a schedule for presentations, etc.). This position requires strong writing, research, and communication skills.

Graduate Programs Social Media Intern ●●●

The intern will assist the Assistant Director of Graduate Programs and Off-Campus Internships in implementing the Center for Career and Professional Developments social media plan and coordinating the Center's social media efforts. This includes assisting the Assistant Director with: content development and curation with the goal of increasing both the number of followers and the level of follower engagement; Assists the Assistant Director in analysis and evaluation of social media usage and effectiveness. They will assist the supervisor with: creating original content and curating content from others (e.g. researching career news/advice, sharing content from other Clemson University sites, posting job positions); updating the content calendar for each social media platform; posting and scheduling future posts according to the content calendar for each social media platform; devising strategies to increase the number of followers and the follower engagement; generating and evaluating reports as they relate to the effectiveness of the Centers social media plan and making decisions based on the data. Other responsibilities include: posting featured positions from ClemsonJobLink on assigned day; engaging with followers on social media platforms; additional duties related to social media, career development, and/or internships. Upon completion of the internship, the intern will: understand the role of social media in an educational/business environment; demonstrate competency in social media content development and curation; understand the importance of social media analytics; learn and apply professional skills such as listening effectively, dressing appropriately, allocating time effectively, behaving ethically, developing individual responsibility, participating as a member of a team and adapting effectively to changing conditions.

Graphic Designer Intern ●●●

The intern will assist in developing packaging-related technical information into visual works of art and animations. The intern will need to have a background in the Adobe Creative Suite and a self-starter attitude. The position is out of Greenville, SC, full-time, and will introduce the intern to many local companies while working on developing visual assets.

H

Healthy Campus Alcohol and Drug Initiatives Intern ●●●

The intern will assist with: the Clemson Community Coalition meetings and initiatives, planning and implementation of the Law Enforcement Summit, promoting the Be Safe section of the My.Clemson app, and promoting alcohol and other drug safety messages and initiatives. In addition, this understanding and responsibility to a greater community will assist the intern in developing leadership skills beyond graduation. Focusing on the healthy behaviors of students, off-campus initiatives highlight the student population as members of a community, not just a campus. Due to the fact that students, off-campus are a diverse population by grade, cultures, gender, and interests, etc., this internship has the potential for a rich experience in inclusion and understanding of people in general. And finally, a healthy campus with an alcohol focus is one of the University's

and the Student Affairs focus areas. Core data continues to reflect that off-campus negative behaviors related to alcohol are higher than for students living on-campus.

Healthy Campus Health Promotion Intern ●●●

The intern will assist with programs and services particularly focusing on tobacco, sexual health, nutrition, stress management, alcohol and other drugs, and other health-related issues as requested. This can include, but is not limited to assisting in research and providing website/social media content. The intern will also help develop a social marketing campaign to help reach the goals of Healthy Campus. In addition, the intern can expect to be an integral part of the Healthy Campus staff by attending staff and various meetings. Responsibilities include: work collaboratively to create new content for both in-person and online means of communication; assist in writing and publishing articles for campus and online publications (i.e. Student Health 101, The Toilet Paper, etc.); assist in the overhaul of Student Health Services social media and website presence; assist in the implementation of social marketing campaigns around the topics of health promotion and bystander intervention; provide support for all Healthy Campus initiatives through online communication and personal attendance; represent Healthy Campus at various tabling and orientation events; assist with presentation requests regarding general health promotion topics.

Healthy Campus Social Media/Marketing Intern ●●●

The intern will work collaboratively with the Healthy Campus staff to promote activities and initiatives within the office through means of marketing and social media. Primary duties involve managing the various social media profiles (Facebook, Twitter, etc..) for Healthy Campus, working with Student Affairs Publications on advertising for the office, and serving as a liaison for interdepartmental collaboration. The Marketing and Social Media Intern will work to help Healthy Campus achieve the goal of promoting a holistic approach to health and wellness to the Clemson community. Responsibilities include: serve as the primary contact for departmental advertising and marketing initiatives; create new ideas and techniques for student outreach; create and implement assessment strategies for all office marketing and communication; assist in distributing marketing materials for initiatives; assist in various office tasks as needed. All Healthy Campus interns will be required to complete the Redfern Health Center OSHA training and provide documentation of immunizations and tuberculosis screening. Interns will also be required to participate in 3 out of 5 professional development opportunities that will be offered during the semester.

Healthy Campus Sustainability Intern: Education and Outreach ●●●

The intern will gain knowledge about sustainability and how it pertains to students' lives, Clemson, and the community. The intern's main responsibilities will be to create, market, and help put on the Sustainability Caf, maintain the sustainability website, market Healthy Campus initiatives like LEAF and work closely with the Presidents Commission on Sustainability. The intern will have creative freedom for planning, advertising, and implementing these programs and events and will seek to increase awareness of sustainability efforts on campus as well as help students become more involved with sustainability initiatives. The purpose of these initiatives will help Clemson become more sustainable and reach the goals laid out by the President's Commission and other sustainability organizations on campus. The student intern will communicate with professional staff and students to complete the marketing campaigns, events, and reports. Part of the development process will be working with partner organizations to reach more students and combine efforts in an effective manner. The intern will seek out sustainability campus partners, rethink marketing and reaching more students, as well as helping maintain an open dialogue about sustainability on campus.

Honors Ambassador Student Coordinator Intern ●●●

The intern will: coordinate in a timely manner with the prospective students and families to confirm meeting dates and times as well as coordinating with the current honors ambassadors and staff; facilitate the Ambassador training including securing dates, reserving venues, and developing content; organize the group interview ambassador selection process; assist with the selection and application review process for newly recruited Ambassador; create and enforce Ambassador expectations and address issues that arise; design promotional materials for recruiting initiative; organize Ambassador Networking Night where staff/faculty/ambassadors can connect; supervise the Student Leadership Ambassador Committee to delegate responsibilities; assist with large and small-scale recruiting events; provide superb customer service to families and students interested in Clemson and the Calhoun Honors College; demonstrate the ability to communicate with a diverse audience interested in Clemson University and Honors.

Housing and Dining Marketing/Communications Intern ●●●

The intern will represent the department at University sponsored events (such as Orientation, Fall and Spring Blitz, etc.), assist with Housing & Dining sign up, and promote Core Campus and Douthitt Hills.

Housing and Dining Multimedia & Resources Training Intern ●●●

The intern for the Residential Learning team will work to create unique training materials to assist Resident Assistants, Graduate Assistants, and new staff members succeed in their roles. Projects will include the creation of online modules, training videos, or other multimedia approaches to training. The Department of Residential Learning is seeking an intern who is able to work autonomously on longer-term projects and utilize new forms of technology. A successful intern should possess professional communication skills, comfort learning new platforms and technologies, and individual project management skills. Learning Management System (Blackboard or Canvas) or other digital learning software programming experience is preferred.

Housing and Dining Social and Digital Media Intern ●●●

The intern will: update the departments social media accounts, including but not limited to Facebook, Twitter, etc.; respond to posts or comments on social media; post updates, news, announcements, etc. in a timely manner; take pictures and videos as directed by the department; upload content to social media accounts and archives materials; regularly study and report on social and digital media best practices; complete other projects as assigned.

Housing and Dining Sustainability Intern ●●●

The intern will need good verbal, written, and media communications related to the following areas: sharing ideas and concepts (brainstorming activities); participating in team building indoor/outdoor activities; writing guidelines for preferred student behavioral activities; creating signs, posters, flyers, and other written forms; producing or editing videos that can be posted to the Clemson YouTube channel; producing PowerPoint and Prezi presentations; working with student groups and organizations. The position requires the incumbent to create and organize their work schedule complimenting the Associate Director of Sustainability. They will work in sustainability areas that may include promotions, events, and activities related to litter control, recycling, utilities conservation, residential facilities, residential life, dining services, business affairs, auxiliary enterprises and the academic colleges. They work independently with some supervision. The intern will assist with analytical work on utility usage and other metrics.

Housing and Dining Sustainability Leadership Intern ●●●

The intern will work within the area of University Housing and Dining Services (Sustainability office in 101 Mell Hall) and perform work that supports the general campus sustainability program, with concentration in the area of economics. The position requires verbal, written and media communications and includes but is not limited to the

following areas: sharing ideas and concepts (brainstorming activities); participating in team building indoor/outdoor activities; creating guidelines and standards for analytical work in utilities usage; creating signs, posters, flyers, and other written forms; producing and editing videos that can be posted to the Clemson YouTube channel; producing PowerPoint and Prezi presentations; working with student groups and organizations. The position requires the incumbent to create and organize their work schedule complimenting the Associate Director of Sustainability's work schedule. Work tasks will be in tandem with responsibilities of the Associate Director of Sustainability with some guidance from the President's Commission on Sustainability. Major emphasis with analytical work and reporting on utility usage and other metrics.



Industrial Engineering Simulation Developer/Research Intern ●●

The intern will get the chance to participate in various stages of research in cognitive ergonomics (the study of how people interact with computers and automation). The intern will mainly help with C++/C# programming needs, and in particular, developing software and linking it with hardware to be used for research studies. The hardware to be used are tactors, i.e. small pancake devices that generate vibrations similar to that of a cell phone. The developed software will need to be able to manipulate tactor vibration parameters (vibration amplitude and frequency). The internship will give the students the ability to interact and work one-on-one with a faculty member as they will be part of an integral part of the research process. Students may also have the opportunity to stay on to work and be paid during the summer and subsequent semesters.

Inside Clemson Intern ●●

The intern will research, write, edit, and arrange for photography for articles, as well as film, edit, and produce videos for Inside Clemson.

Institute for Parks Marketing and Communications Intern ●●

The intern will assist in the development and implementation of a marketing plan for Institute for Parks. This will be a creative process and will largely focus on web and social media communications. The intern will also assist with event planning as needed.

International Student Enrichment Intern ●●●

The intern will assist with international programming initiatives to include preparation and management of: communications and logistics for the Business in Paris program; student inquiries about program informational sessions for program; collection and review of student visa materials; on-site orientation materials; on-site student inquiries and concerns; communications with host institution and host partner; Rosetta Stone language learning student accounts; general study abroad inquiries. The candidate must have studied abroad, preferably in the Business in Paris program.

Interpersonal Violence Prevention Intern ●●●

The intern will gain knowledge about interpersonal violence prevention and how it pertains to students lives, Clemson, and the community. The intern's main role will be to create, market, and execute interpersonal violence prevention programs. This will include, but is not limited to, domestic violence awareness month, stalking awareness month, and sexual assault awareness month. The purpose of these initiatives will help educate the Clemson community and reach goals in the violence prevention strategic plan. The student intern will communicate and collaborate with professional staff and students to complete the marketing campaigns, events,

and reports. Part of the developmental process will be working with partner organizations to reach more students and combine efforts in an effective manner.

J

Journalist/ Assignment Writer Intern ● ● ●

The intern will write assigned stories on student and faculty scholarly and research accomplishments for state and campus-wide dissemination for a variety of PSA/CAFLS programs and clients. This includes: taking news and headshot photos to accompany assigned stories; posting news stories and photos in Wordpress content management system; assisting the communications team in covering array of PSA/CAFLS events and stories. Skills required: strong written and verbal communications skills; ability to identify news angles with assistance from PSA/CAFLS writers; strong research ability; must be deadline oriented with the ability to see assignments through to completion; ability to make basic edits to photos (crop, reduce size, etc.); confidence to interview professors and students; ability to produce professional written correspondence (most requests come through email and require timely, thorough, and professional responses).

L

Lean Process Improvement Intern ● ● ●

The intern will work with the Lean Process Improvement area of the Finance Division to develop and implement the Clemson University Lean Plan. Developing the Lean Plan will include the maintenance of the Clemson University Lean website and the implementation of Lean training to campus employees. Additionally, this intern will work with Finance Division members to assist with campus-wide Lean discovery efforts. Lastly, this intern will act as a University internal consultant to assist departments in identifying processes to improve and work with them in developing metrics and measuring their success.

Library Outreach Intern ● ● ●

The intern will help implement the library's outreach activities across campus. The intern will attend summer orientation sessions and engage with students on campus to promote the library's services and resources. They will also join the Instruction team and attend weekly meetings to assist with campus outreach planning and provide input about tutorials and workshops. In addition, the intern will learn about all aspects of the circulation department, and will help staff the Services Desk at Cooper library. In this capacity, the intern will hone his or her communication skills through interactions with faculty, staff, students, and members of the community who use the library. Furthermore, the intern will be able to apply his or her analytical and critical thinking skills when assessing patrons' needs and assisting them with locating resources and materials. The job will provide professional development opportunities through collaboration with library faculty and staff on various projects, and the chance to visit and learn about outreach initiatives from other academic as well as public libraries. The ideal candidate will have some customer service or marketing experience, but this position would suit an outgoing, creative minded student who has the initiative to contribute ideas to help the library broaden its impact across campus.

M

Management Research Intern ●●●

The intern will gain experience of how to work as a team and turn an idea into a company. The intern will be getting their hands dirty talking to customers, partners, and competitors as you encounter the chaos and uncertainty of how a startup actually works. They will practice evidence-based entrepreneurship as they learn how to use a business model canvas to brainstorm each part of a company and customer development to get out of the building to see whether anyone would want/use the product. Finally, based on the customer and market feedback you gathered, they will use agile development to rapidly iterate the product to build something customers would actually use and buy. Each block will be a new adventure outside the classroom as the intern tests each part of their business model and share the hard-earned knowledge with their mentor. Our goal within the constraints of this internship is to translate a mere idea, for any kind of enterprise, into something of significant value.

Marketing and Street Team Captain Intern ●●

The intern will be in charge of all Campus Recreation Social media accounts. They are responsible for timely communication of any Campus Recreation closures as well as responding to any questions asked on any of the platforms.

Marketing Services Intern ●●

The intern will be charged with assisting with marketing research, planning new services and programs, overseeing social media, directing marketing pieces, developing content development for various marketing websites, advertising, managing events, and completing other duties as assigned. The intern will report directly to Director of Marketing Services.

Mechanical Engineering Research Intern ●

The intern will be working on origami-inspired manufacturing of carbide parts. The scope of activities includes developing a printing platform to pattern paper with different metal solutions, studying the heat treatment of the patterned paper to derive carbides, and characterizing fold complexity that can be achieved with this platform.

Mechanical Engineering Shop Intern ●

The intern will be able to manage equipment and resources to meet common objectives, apply sound judgment to resolve a specific technical challenge, and develop and Implement a specific policy to improve operations.

Mechanical Engineering Shop Manager Intern ●●●

The intern will manage the Mechanical Engineering Student Shop under the supervision of the Undergraduate Laboratory Coordinator. Applicants with supervisory experience in the Mechanical Engineering Student Shop are preferred. The intern will meet weekly with the Undergraduate Laboratory Director to develop and implement strategies to advance program objectives and receive direction for managing the daily operation of the machine shop to ensure a safe, clean, and educational environment for Clemson University students to complete their own machining projects. Activities will include: leading and training approximately ten student supervisors of the mechanical engineering machine shop to enforce all safety policies and procedures; identifying possible candidates for management positions; scheduling hours of operation; leading monthly meetings with student supervisors to assess and disseminate policies; communicating with the technical staff and teaching assistantships to meet program objectives and support laboratory course activities; providing insight on technical aspects of student

machining activities; promoting activities and services of the shop and recommending improvements to policies, equipment, and the facility. Additional activities may be identified based on student qualifications and interests. Outstanding managers have been asked to continue working part-time in the Mechanical Engineering Student Shop after the completion of their rotation to advise the next team of students.

Media Technologist Intern ●●

The intern will work with leading and local companies who are interested in packaging education, eye tracking, prototyping, and/or design services. We are specifically looking for students with a creative bent who have logged experience in the Adobe Creative Suite. Skillsets in animation, photography, and illustration are also applicable to this position. This is a flexible position with creative projects, lots of on-site training, and access to incredible equipment and tools.

Medical Physics Research Intern ●●

The intern will model, build, and investigate devices for advanced radiation surgery as a member of the Medical Physics Group.

Multimedia Journalist Intern ●●

The intern must be able to shoot, write, edit, report, anchor, and produce news stories and newscasts. The intern will assist in carrying out duties for a multimedia journalism summer camp.

N

National Drop Out Program Intern ●●●

The intern will work under the direction of the Assistant Director for Programs and Outreach to assist with conference and event planning, management, and marketing. The intern will work under the direction of the Assistant Director for Research, Evaluation, and Public Relations to help in research and editorial work related to services provided by the National Dropout Prevention Center/Network, including all stages of the publication of books, journals, newsletters, and a broad range of publicity materials on dropout prevention issues. The intern will work under the direction of both Assistant Directors to help in the development of proposals, communications, and special projects.

National Scholars Program Intern ●●

The intern will work primarily to develop and populate our alumni and parent databases. In addition, the Intern will work with the NSP Director and several key alumni to develop alumni programming initiatives. The intern will perform other duties as assigned, including but not limited to website updates, enhancing our social media presence, preparing marketing materials, communicating with scholars, alumni, and parents, and assisting the Director with daily program functions. Strong communication skills required. Technical skills related to database management, web design, and social media preferred.

New Student/Family Programs Success Coordinator Intern ●●

The intern will be under the direct supervision of the Associate Director of New Student and Family Programs (NSFP) will function to assist the academic engagement of program participants, collaboration with academic focused student organizations and be a support for CONNECTIONS mentors and participants. The intern will organize monthly connect-to-success schedule of events from Clemson Departments, assist in organizing monthly

training activities for mentors to support students enrolled in the CONNECTIONS section of CU1200, facilitate a workshop for new program participants on success resources. Assist with development of programming to engage program participants with faculty and staff. Assist in analyzing participant feedback forms.

Nursing Informatics Intern ●●

The intern will: research new technology and apps for use in NURS 1400 (Computer Applications in Healthcare); review lecture materials; provide feedback on potential ways to improve the courses; lead review sessions; provide an undergraduate's point of view as to how information would likely be received and processed; meet one-on-one with NURS 1400 freshmen to provide guidance or assistance with milestones; create innovative ways to meet the growing demand of the nursing departmental honors program; assist with class exercise for honors nursing research course.

O

Office of Engagement Intern ●●●

The intern will gain insight on how to engage donors to increase fundraising efforts and experience in our fundraising database, Raisers Edge. The intern will: learn to research prospective donors and gifts; run daily, weekly and monthly reports which will benefit the leadership team of the college; assist the director of engagement by preparing thank you cards to donors; prepare various forms of acknowledgements to our alum that are highlighted in the news; plan and help execute a donor appreciation event in the spring and two thankathons (fall and spring); work closely with the College's key volunteer leadership through boards by assisting with meeting logistics and board preparation; assist in creating and compiling the materials and helping to facilitate the meetings; work closely with the Assistant Director of Advancement Operations to plan, coordinate and execute the colleges many events. These events include Fall Family weekend, Homecoming Tailgate, Faculty reception, Beta Gamma Sigma banquet, and Honors and Awards reception. This experience will include working alongside the University's Foundation, the Donor Services Team, the Alumni Association, Aramark, CBBS Development Officers, and college faculty and staff. As a member of this team, the student will interact with donors along with faculty.

Office of the VP for Finance & Operations Intern ●●●

This intern will have the opportunity to participate on several financial analysis projects. The intern will work with staff members to provide financial consulting to both internal and external customers, develop business plans and optimal solutions in financial planning, and assist in providing data-driven support to Senior leadership and departments. This rotation will also give the intern exposure to several business intelligence initiatives, giving them experience with developing analytical tools that will aid in University-level planning and decision support. Additionally, the intern will participate in developing analyses and presentation materials for various audiences. This internship will offer students the ability to interact with many Clemson University employees and leaders, including business officers, fiscal analysts, program directors, etc. Students will also be given the opportunity to attend and participate in several functional meetings within the Finance Division.

Organic and Biofuels Project Intern ●●

The intern will assist Program operators in value-added processing of campus organic wastes to divert organic material from landfills and create value-added products for the University including organic compost, biodiesel fuel, and other products.

Orientation Ambassador/Team Coordinator Intern ●●●

The intern will assist the advising and sustainment of the Orientation Ambassador student organization. The Ambassador Team Coordinator, under direct supervision of the Associate Director of New Student and Families Programs (NSFP), may function to assist the administrative functions of the Orientation Ambassador student organization, alumni relations, act as a historian, and be a supporting advisor/mentor/manager for all Orientation Ambassador programs. These programs include the Orientation Team Leaders, Orientation Ambassadors, Family Weekend and Spring Family Reunion, and other programmatic pieces of New Student and Family Programs. Responsibilities include: serve as the official Clemson Orientation Ambassador organization student representative; maintain, organize, and advocate for the Orientation Ambassador student organization and its alumni network; assists in advising Orientation Team Leaders on committees, leadership styles, and team development goals; assist with the production and maintenance of Orientation Ambassadors website, blogging, and social media campaigns of NSFP and Clemson University (marketing, publications, advertising, video, blogs, etc.).

OSE Marketing Intern ●●●

The intern will work with all staff of the OSE and be responsible for multiple aspects of marketing/outreach for the office. Responsibilities include: Manage social media outlets including Facebook, Twitter, Flickr and LinkedIn; utilize on-line tool Hootsuite; research, develop, and implement new approaches for outreach and interaction with students to inform students of the various weekly events and on-going services of the OSE; provide outreach (presentations, info tables, etc.) to College of Business classes, organizations, and employers as needed; create and manage weekly eNewsletter utilizing MailChimp on-line services; design and distribute flyers, e-vites, and other marketing material for OSE hosted events; collaborate with OSE staff to develop new ideas for marketing and communication venues; manage OSE informational tables as needed; analyze use of social media efforts and provide assessment and reports. Proficiencies in Adobe CS and experience with designing for print and web are a plus.

OCES Intern ●●●

The intern will work with case creation, sanction, and follow-up, as well as special projects. One intern will work primarily with Residential Living cases while the other intern will work primarily with Tiger Steps.

OSHA Compliance Intern ●●●

The intern with Campus Recreation will work closely with the Operations Coordinator to manage environmental health and safety projects utilizing communication, collaboration, and analytical skills. The intern will work independently to maintain up to date chemical inventories of Campus Recreation facility spaces and assist with ensuring OSHA Compliance for the department, primarily including chemical communication, storage, and waste management. This will include communication with several program and service area supervisors within the department and with Clemson University's Office of Environmental Health and Safety. The intern will assist with creating Memorandums of Understanding with Club Sports and Registered Student Organizations concerning storage area expectations with access, cleanliness, and chemical storage and communication. The intern will also have the opportunity to facilitate a chemical safety presentation to professional and student staff and organization leaders that utilize the department's storage spaces.

OSHER Life Learning Institute Volunteer Support Intern ●●●

The intern will assist staff in the management and implementation of the OLLI volunteer program; this includes such activities as recruitment, orientation, scheduling and recognition of these valuable individuals. Although an Institute within CU, OLLI is organized on a non-profit administration model, and this position offers experience working with volunteers of many ages and backgrounds, as well as community partner organizations of many sizes.

These individuals assist us in better engaging our existing corps of nearly 200 volunteers while recruiting new volunteers into open positions. In short, this position helps us care for one of our most valuable OLLI at CU resources! Projects include: managing and upgrading database of volunteer contact information; organizing volunteer recognition activities as needed; coordinating recruitment activities; coordinating volunteer orientation sessions and placing volunteers into open positions; creating and distributing volunteer communications; scheduling and coordinating administrative volunteer group; supporting the work of volunteer committees as appropriate; assisting with special events, projects, and presentations as appropriate. Candidates should have good communication skills and be comfortable working in a quickly-changing and diverse environment.

Outdoor Lab Professional Communications Intern ● ● ●

The intern will assist in retreat center process through phone calls, tours, and other activities that promote and sell the Outdoor Lab services. They will interact with guests and potential customers in a positive, cheerful manner and develop marketing and communication tools for the Outdoor Lab Conference center users and lodging guests. Projects will include web page improvements, social media updates, updated displays and signage, coordinated brand efforts on-site and campus-wide, and dissemination of retreat group information to other OL departments.

P

Parking and Transportation Engineering Intern ●

The intern will: assist Clemson Parking and Transportation Services with data analysis of various services; update metrics that measure the effectiveness of our parking space designations, transit routes, social media, meter operations, and maintenance operation; assist in implementing and troubleshooting new technologies to improve the services at Parking and Transportation Services provides; organize a parking utilization study. The intern will gain valuable Microsoft Excel, AutoCAD, and ArcGIS experience.

Parking and Transportation Marketing Intern ● ● ●

The intern would manage Parking and Transportation Services' Facebook and Twitter accounts. The intern would be expected to have frequent contact with the Senior Associate Director and Parking Operations Manager to plan updates/posts for students, faculty, and staff with parking and transportation information. The intern would also work with our partners to produce marketing materials for orientations and events to place in our office. They would also be a primary contact for tabling/marketing events across campus.

Pearce Center Intern ● ● ●

The intern will work in the Class of 1941 Studio for Student Communication on multimodal communications, public relations, graphic design, and publishing projects including editing copy; pitching stories; researching and writing articles for print, web, and/or video publication. The intern will be responsible for: creating ebooks; developing/executing social media strategies; designing marketing material; developing PR strategies; designing websites, etc. Experience with MS Office and Adobe Creative Suite software is a plus, but a willingness to learn and use communication technologies is essential. Students must be available for training sessions and staff meetings from 1:25-2:15 p.m. on Monday and Wednesday during the semester. Current Pearce Center projects/clients include, Synergy, an online publication highlighting Service Learning at Clemson, The WAC Journal (scholarly journal devoted to Writing Across the Curriculum), Pickens County United Way, Centerville Elementary School, Academic Success Center, Worldreader.org (providing digital books and e-readers to children in developing countries), Parlor Press, promotional materials for Pearce Center events and programs, including the Client Based Program, Pearce Speaker Series, and Writing Fellows Program.

PEER (Programs for Education Enrichment and Retention) Intern ●●●

The intern will be matched with incoming freshman and transfer students in the College of Engineering and Science to assist in making the transfer from high school to college or from another learning institution to Clemson University. Our mentors will introduce the mentees and organize study hall sessions so that the mentee can learn various study habits, and time management and introduce the mentees to other mentees in the College of Engineering and Science so that their academic success here at Clemson will increase. The PEER/WISE mentors organize Social Events, Professional Development Workshops and Seminars, and Community Involvement Events where we go into neighboring communities to help those that may be less fortunate or to beautify the community. We also go to neighboring schools and do STEM activities with the students.

Poultry Farm Agriculture Intern ●

The intern will perform general maintenance, lawn care, flock management (feeding, cleaning pens, bird health care), sales, egg grading, and simple engine repair on small equipment. The student will learn how to manage a poultry farm and the farm to fork concept.

Poultry Farm Student Manager Intern ●●

The intern will manage student labor to ensure that the farm is taken care of and will have several extra projects that they will be responsible for.

Public Relations Intern ●●

The intern will write articles, feature stories, and other materials about research, teaching, and service within the new College of Behavioral, Social, and Health Sciences and the new College of Education. They will update social media pages/feeds for both colleges with new and fresh content and assist with efforts to increase social media engagement. The intern will take on other duties as needed, including project and/or event management.

R

Recruitment Marketing Intern ●●

The intern will create video content for prospective students and must be proficient with shooting and editing video. They will: assist with development and management of campus recruitment events with admissions and the visitors' center; maintain mail and email lists for recruitment communication; help plan out-of-state guidance counselor events; review marketing materials before print; assist with digital marketing initiatives; maintain database of pertinent market research.

Recycling Marketing & Communications Intern ●●●

The intern will be leading, promoting, and putting on campus recycling events such as Freshman Orientation, Freshman Picnic, Game Day Recycling, America Recycles Day, RecycleMania and many others. The ideal candidate will have strong communication and interpersonal skills. They will be able to lead and manage large groups of volunteers. The person should be proficient in various computer programs such as MS Office, Photoshop, and other graphic design programs and have knowledge of web design programs. Another required skill is to have experience and knowledge with marketing and communicating through all avenues of social media.

Reservations Specialist for Campus Activities and Events Intern ●●●

● Engagement ● Innovation ● Professionalism

The intern will work under the direction of full-time staff to verify all reservation request forms for accuracy, thoroughness, and appropriateness of request and then enter information into the EMS system. Responsibilities include: preparing cost quotes and confirmations for customers; contacting clients with any questions or concerns regarding the reservation to ensure that the client's needs are met; maintaining an open and detailed line of communication with the technical and professional staff in order to keep them informed of special set up needs and/or changes; ensuring that front desk staff are following procedures and are adequately trained in all Campus Activities and Events Hub duties, including reservations, posting policies, information and ticketing; organizing meetings and informing students of changes to policies or procedures; assisting the front desk with customer service issues and working as front desk staff when needed; maintaining accurate and orderly files and records following all systems and protocols; helping to develop system efficiencies and provide feedback for training; being thoroughly cross-trained in ticketing and reservations specialist duties.

Residential Learning Student Intern ●●●

The intern will: work to support the Residential Experience Model that is implemented for on-campus residents to promote student learning and success; market and increase visibility of REM amongst residential students; serve as a student representative and resource for community plans; research ways in which residents can develop ownership of learning; facilitate new academic and campus partnerships for on-campus students; connect with faculty and academic LLC partnerships in University Housing & Dining.

Risk Management/ Compliance Intern ●●●

The intern will have the opportunity to participate in the Enterprise Risk Management (ERM) process throughout campus. The intern will work with staff members to identify and assess the different types of risks that exist within several areas of campus. They will also work with staff to complete summary reports and presentations for senior administration. This position will also give the intern exposure to the various operational as well as strategic functions across the University. This internship will offer students the ability to interact with many Clemson University employees and leaders, including directors, managers, etc. Students will also be given the opportunity to attend and participate in several functional meetings within the Finance Division.

S

SC Water Resource Center Design/Social Media Intern ●●●

The intern will provide graphic design expertise for development of flyers, social media posts, website content, signage, and other materials as needed. The intern will provide social media expertise to plan and execute a social media campaign for the conference (utilizing Twitter, Facebook, Instagram and other recommended applications).

Sensor Technology Application Designer Intern ●●

The intern will work in a collaborative team environment to continue development of a Building Information Management (BIM) system for the Watt Family Innovation Center, using R and R-Shiny develop to tools and algorithms, enabling visualization and modeling energy usage. They will work with relational databases to support the BIM and manage a linux or Microsoft server for the BIM.

Simulation Developer/Student Researcher ●●

The intern will mainly help with C++/C# programming needs, and, developing software and linking it with hardware to be used for research studies. The hardware to be used are tactors, i.e. small pancake devices that generate vibrations similar to that of a cell phone. The developed software will need to be able to manipulate tactor

vibration parameters (vibration amplitude and frequency). The internship will give the students the ability to interact and work one-on-one with a faculty member as he/she will be part of an integral part of the research process.

Smart Fit Girls Head Coach ●●

The intern facilitates weekly meetings with Smart Fit Girls Coaches and implements weekly workouts and wellness activities with middle school-aged girls across upstate South Carolina.

Sociology Research Social Media Intern ●●●

The intern's job duties include the following: conduct in-depth research on sociology career paths in social science research organizations, think tanks, policy analysis organizations, and non-profit organizations. Information will be used to expand information for sociology majors who desire to learn more about career paths in these and other organizations. The intern will: assist in a research project about applied sociology and sociological practice; possible national-level data collection; conduct research on paid internship positions for undergraduate and graduate students desiring to learn more about the application of sociological perspective and social science research methods in applied settings; develop a newsletter and other materials that highlight faculty accomplishments; assist in the development and maintenance of the departmental website; assist in additional research projects, as needed. This position requires strong writing, research, and communication skills.

Software Developer Intern ●●

The intern will assist the IR team's proposal for the following steps that will enable a sensor to dashboard solution: exporting data stream from IR backend infrastructure, exporting data from USGS in real time, setting up Data Stream in Azure cloud for the IR and USGS data, setting up the machine learning algorithms and training the system, anomaly detection in IR and USGS data streams and comparing the models, and deploying Power BI to facilitate data visualization and system management.

Sonoco Institute Advanced Print Technology Laboratory Intern ●●●

The interns will work closely with large industry companies on confidential research projects that will allow them to have relevant experience in their future career fields. The student's duties will include the following plus more: aid with student research, trials, and help teach hands on learning; aid with industry sponsored research and testing; print and ink analysis; aid with hands on sessions during industry seminars; lab maintenance and organization.

Sorghum Genetics Research Intern ●●

The intern will be assisting with phenotypic data collection in the field and other valuable laboratory experiments.

Spiro Research Intern ●●●

The intern will be assisting in research and preparation of background materials to support startup companies in the Technology Villages Program. The Regional Economic Development Center (REDC) conducts market research, competitor analysis, company profiles, business plan development, product analysis, science literature reviews, general industry background reviews, and related research. The focus is on wealth creation through entrepreneurial activity.

STEM Community Relations Intern ●●●

The intern's duties and responsibilities: Supporting various marketing campaigns to promote STEAM education. Marketing campaigns might include: e-newsletters (5K circulation), social media communications (+4K following),

online community development, blogging, print marketing planning, PPC (pay per click) planning, YouTube, and supporting various media relations campaigns. Media campaigns include: Drafting press materials including new releases and media advisories, identifying opportunities for media exposure and assisting with interviews, updating media lists & identifying new distribution opportunities. Additional responsibilities include: coordinating with community programs/events during the weeks surrounding the iMAGINE Upstate festival; working directly with the event director on execution of tasks. Position Requirements: exceptional written and oral communication skills; ability to adapt quickly while managing multiple tasks simultaneously; previous marketing coordination experience preferred; previous experience in social media management preferred; previous experience in event coordination preferred; knowledge in all Microsoft products required; and an enthusiastic, can-do attitude!

Stewardship/Fundraising Program Intern ●●●

The intern will work directly with the Stewardship Coordinator supporting the College of Agriculture, Forestry and Life Sciences and Public Service and Agriculture to ensure that all donors are stewarded in a timely and appropriate fashion by assisting in stewardship correspondence, communication and interaction. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained experience in various aspects of stewarding major gifts/donors in a university setting. Responsibilities include: coordinate and write acknowledgement letters for College Deans; make thank you calls to donors; assist in the creation of thank you videos and impact reports; participate in carrying out impact actions for major donors to CAFLS and PSA; assist in planning and execution of major College stewardship and engagement events throughout the year, as well as other events as assigned. Event planning includes but is not limited to: creating and updating event schedules/itineraries, coordinating menu orders, creating invitation lists, invitations and save the dates, etc. The intern will also: assist in reviewing all CAFLS and PSA endowments to ensure compliance with University regulations and donor intentions; research fund information; provide updates to appropriate parties and prepare for meetings with Stewardship Coordinator; utilize the Raiser's Edge donor database to run weekly gift reports for the College Deans and development team; assist in preparing and mailing donor scholarship notifications; assist Stewardship Coordinator with special projects as assigned.

Student Affairs Project Manager Intern ●●

The intern will be working on process improvement.

Student Affairs Publications Photographer Intern ●●●

The intern will assist with ensuring consistency across the board for both SA Publications and Campus Banner & Design through attending and photographing various events for Student Affairs. They will learn: Clemson's core values through a variety of messaging as well as see them put into place on a regular basis; important business environment skills such as professional attire, timeliness, business etiquette, client interviews, etc.; real-world skills and experience for their resumes with hard-copy portfolio. Responsibilities include: assist with photographing various Student Affairs Events throughout the semester for use in division-level communication pieces; archive, keyword, and rate photos on the Student Affairs Publications photo archive as well as various photography jobs for Campus Banner & Design as needed.

Student Affairs Publications Web Intern ●●●

The intern will assist with managing the online presence of SAP, CB&D and other IT solutions. SAP and CB&D provide numerous internship opportunities for Clemson University students in the areas of management, writing, marketing, graphic design and web development. Interns will: assist with the creation and management of Student Affairs and Campus Banner + Design websites along with assisting other IT solutions as needed; build and maintain pages and sites for Student Affairs using the University CMS; build and maintain pages for the Campus Banner & Design website; Administer in-house file server; check for consistency and broken content on managed sites;

manage and update social media sites; add functionality to websites or web applications using scripting languages; track Campus Banner + Design marketing effectiveness by using analytics software; other tasks as assigned. Qualifications Sought are: self-motivated and well organized; ability to work with limited supervision; experience with operating systems (Windows, OS X, Linux); experience with HTML / CSS; experience with JavaScript and JavaScript frameworks (jQuery, bootstrap or similar); familiar with using Photoshop or other photo manipulation software; familiar with using a scripting language (PHP, Python, Ruby or similar); familiar with relational databases (MySQL or similar).

Student Athlete Development Intern ● ●

The intern will assist in the development of community service events, leadership programs, and career programs.

Student Event Coordinator for Campus Activities and Events ● ●

The intern will work under the direction of full-time staff to schedule customer meetings, enter event set-up notes into the scheduling software, produce event maps, and secure required forms for each assigned event. The intern will: maintain accurate and orderly files and records following all systems and protocols; assist with preparing cost quotes and invoices; research, cost compare and make purchase recommendations; attend selected customer meetings and regular event staff meetings; take minutes as needed and prepare them for distribution; help to develop system efficiencies; research and present best practices of internal event planning and management processes utilized by other organizations including college unions, conference centers, hotels, etc.; work with Campus Activities and Events team to develop and implement internal expectations, time lines and checklists to be utilized by our students and staff to coordinate all event planning practices.

Student Financials Development Intern ● ●

The intern will make accurate daily deposits and maintain appropriate financial paperwork, notes, and documents related to each deposit, maintain and ensure accuracy for all income sheets, reconcile all deposits with queries and Hub financial records, ensure that all financial records are kept to Clemson University's auditing and business standards, assist in preparing box office settlement reports and monthly tax reports. The intern will be responsible for training and supervising all Hub staff in financial procedures and settlement of financial equipment, maintaining appropriate paperwork for any tickets with an outstanding balance, assisting box office manager in all duties including customer service, ticket scanning, and training, assisting as needed with Campus Activities and Events Hub operations, thoroughly reviewing itemized reservation payments from prior business year for auditing purposes.

Study Abroad Graphic Design Intern ● ●

The intern will design marketing materials for Clemson Abroad. They will also work closely with other Clemson Abroad interns to market events through print and digital media.

Study Abroad Intern ● ● ●

The intern will serve as study abroad interns in our office. Their primary responsibilities will include student advising, event planning, social media maintenance, and special projects within the Clemson Abroad Office.

SPIRO Entrepreneur Analyst in Residence ● ● ●

The intern will be matched with a seasoned entrepreneur mentor to assist with the co-development of the mentor's product or service.

Supplemental Instruction Assessment Intern ● ● ●

● Engagement ● Innovation ● Professionalism

The intern will assist with analyzing qualitative data related to program and ASC departmental learning outcomes. Data sources include SI leader self-assessment surveys and learning portfolios, SI participant and faculty surveys, session observation reports, attendance and grade data (quantitative), and focus groups. Qualitative research methods course and prior experience with qualitative assessment is required.

Sustainability Data Analyst/Lab Assistant Intern ●●

The intern will support the Institute for Sustainability in documenting data for sustainable agriculture and biofuels. Responsibilities of the prospective intern include: reading and interpreting life cycle assessment (LCA) output data generated using Open LCA software tool; excel-based data entry and data manipulation; assisting with preparation of reports to federal funding agencies; attending weekly meetings and other similar tasks as required; performing other assigned duties including presentation; assisting grad student or post doc on a research project.

T

Tangible Genomics Research Intern ●●

The intern will assist with analyzing and visualizing patterns within primate genomes (including humans). As part of this, we are developing associated human-computer interfaces that combine both multitouch and tangible interaction (e.g., using graphically-mediated, semantically-loaded knobs and other interaction devices). Interest in genomics, computation, and human-computer interaction is required. The position will involve developing Python codes, likely using the Jupiter environment. Use of the Python-based Kivy and/or JavaScript may also be involved. Use of Palmetto and/or other HPC/supercomputing resources will likely be necessary related experience is a plus but not required. Some biology/genomics literacy is preferred but not strictly required. Some level of graphical/visual skill is a plus, but not strictly required.

Tigers ADVANCE Intern ●●●

The intern will assist the associate director in keeping track of all project Tigers ADVANCE initiatives and activities. Duties include: assisting the associate director; setting up meetings with all involved parties, taking notes and ensuring effective communication between team members to achieve timely progress in all project initiatives; assisting the associate director in coordination with the project director; keeping in communication with advisory board members as needed and making necessary travel arrangements for their annual visits to Clemson; helping coordinate the annual site visits by the NSF ADVANCE program managers; working with the associate director and assisting her in data collection as needed; helping prepare annual reports to NSF; helping the associate director update the website as progress is made; helping the associate director in managing the project's social media presence through Twitter, Facebook, etc.

Tiger Media Brand Consultant Intern ●●●

The intern will serve as an exciting and energizing face of Tiger Media to internal and external clients. Our consultants are innovative, self-starters and always looking for the next challenge. Consultants will serve as both marketers and salespersons. They will be directly responsible for the following: working with each organization to develop and implement social media and marketing campaigns; conduct the annual sales survey; conduct focus groups; maintain the organization's social media pages; create relationships with advertising clients; sell advertising for all Tiger Media properties.

Tiger Media Marketing Intern ●●●

● Engagement

● Innovation

● Professionalism

The intern will oversee and coordinate the marketing and promotional efforts of the entire department. The ideal candidate for this position must be extremely organized, great at time management, work well under stress, and be a high-energy multitasker. The intern must also be aware of media and marketing trends in order to ensure that they stay ahead of the game. Responsibilities include: Developing marketing strategies and plans for the Tiger Media department and its properties; implementing plans for Tiger Media's Social Media; coordinating all organization's social media managers; tracking promotional and social media analytics for each organization within Tiger Media; suggesting and implement marketing training for all students within Tiger Media.

Tiger Media Sales Consultant Intern ●●●

The intern will serve as the sales director for Tiger Media, responsible for engaging customers, collecting revenue and building longstanding positive relationships. To be successful in this position, you must pay attention to detail, be comfortable meeting new people and provide excellent customer service. The intern will additionally: oversee advertising representatives; assist in setting ad rates and designing of ad rate booklet; develop new and innovative ways to market a variety of products, including newspaper, digital, television, radio, yearbook and more; communicate with editorial staff regarding advertising for each weekly issue of The Tiger as well as broadcast staff; network with other advertising managers to learn the trade; communicate regularly with the Business Manager.

Tiger One Intern ●●

The intern will: work on projects to include transitioning the point of sale system to a new owner, implementation of a new card access control system, enhancements to online photo submission system, and the rollout of several other web-based systems for areas that we support. High levels of organization and initiative are a must. The successful applicant will assist with project plans, scheduling, development of requirements, testing and other leg work necessary to keep projects on target.

The Tiger Business Manager Intern ●●●

The intern will: serve as the chief business officer of *The Tiger* newspaper; oversee more than \$75,000 in revenue as well as three student employees; analyze revenues and expenditures and determine cost-cutting measures; create a five-year business plan that includes fiscal solvency for the newspaper; invoice customers weekly; ensure customers pay invoices in a timely manner; collaborate with the advertising manager to create innovative revenue-making opportunities; assist in developing partnerships with campus departments.

The Tiger Distribution Manager Intern ●●●

The intern will: ensure distribution of 8,000 copies of *The Tiger*; manage a distribution team; collaborate with the business manager and Assistant Director to find delivery efficiencies; collaborate with other campus departments to improve distribution, maintain distribution logs; oversee a staff of four distribution representatives; assist director with the distribution of new newspaper racks.

Transfer Program Success Intern ●●

The intern will: gain teaching, mentoring, advising, human services and/or program planning skills; learn research-based strategies for helping students to succeed academically. Enhance communication, planning, organizational, and project management skills; develop the ability to plan and execute a professional presentation or programs.

Trustee House Digital Marketing Intern ●●●

The intern will work alongside a team to create diverse pieces content to tell the story of Clemson University. In telling the story of Clemson through video and graphic content students will work to develop, distribute, measure and learn to optimize each piece of content as to make the largest impact possible with the intended audience.

The intern will learn how to effectively manage social and digital communications from a business perspective and will learn how to create a community around engaging content.

Trustee House Social Media Intern ●●●

The intern will help generate content to be used by the university president's social media accounts, primarily photos and videos for Twitter. May also help write suggested tweets for the president, as well as help in monitoring the presidents mentions and other engagement on Twitter and other social media platforms.

Trustee House Writer Intern ●●●

The intern will research and write news releases about university events, activities, and people.

U

Undergraduate Research/Extension Assistant ●●

The intern will assist with soil and water research and extension activities. This includes activities associated with soil health, plant productivity, and water conservation. Intern tasks include literature review, experimental setup and design, data collection and analysis, and write up of soil pH experiment, assist with soil, plant, and water preparation for analysis, review and assist with generation of various extension bulletins and trade magazine articles, assist with cotton fiber analysis and report generation, students will be given opportunity to present research at regional and or national meetings, and submit research for publication.

UPIC Magazine Graphic Designer ●●●

The intern will: work directly with Student Affairs Publications to produce the UPIC Magazine each year; actively take part in brainstorming, testing, producing, and editing content; develop concepts, design and high-tech production of varied communication pieces working with various constituents to produce the UPIC Magazine; be responsible for manipulation of photographic images, as well as electronic retouching, color correction, size and positioning of images; create illustrations for projects using electronic hardware and a variety of software programs.; facilitate job production through quoting, vendor selection, proofing and final production checks.; communicate with clients on assigned jobs; participate in training with Campus Banner & Design (on-campus, student-run large format print business).

UPIC Marketing/Programming Intern ●●●

The Intern will: assist with planning and execution of UPIC Intern Orientation programs and UPIC Mentor programs; handle the monthly UPIC Newsletter, including intern and mentor spotlights; assist with office marketing materials, social media, and office presence to internal and external constituents; help maintain office records and provide general office support and assistance in collaboration with professional office staff to carry out UPIC program objectives.

UPIC Magazine Writer ●●●

The intern will serve a dual role for the UPIC Magazine project and other assigned Campus Banner + Design projects. The UPIC Magazine is produced in both print and online formats and features UPIC interns from around campus. Campus Banner & Design serves the communications needs of clients both on- and off-campus with creativity, skill and efficiency. The business provides design, printing and mounting services for a variety of

communications solutions. The writing/editing intern will assist with ensuring consistency across the board for the UPIC Magazine and other Campus Banner & Design projects through writing and editing various creative materials.

University Development Team Intern ●●●

The intern will work directly with a Sr. Director of Development and the Development Coordinator for the UDT. This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of fundraising. Gain insight about how the Leadership Team of the Development Enterprise operates and the job responsibilities of a Sr. Director of Development, Director of Development, Development Coordinator, and Administrative Coordinator. Develop an understanding of Clemson's current fundraising efforts, and gain a wide range of experiences related to all aspects of the development process from discovery to cultivation to solicitation to stewardship. This experience will include working alongside the Prospect Research Team, the Donor Services Team, the Alumni Association and individual Development Officers for each College/unit. The intern will learn best practices in prospect management and prospect research while gaining significant experience in our fundraising database, Raisers Edge. The intern will attend the Association of Fundraising Professionals (AFP) monthly meetings where they will have the opportunity to network, meet, and learn from other non-profit fundraising professionals in the upstate. The intern will assist the University Development Teams prospect management efforts by pulling weekly performance reports, generating data on our monthly progress toward capital campaign goals, and pulling specific potential prospect lists for development officers. The intern will attend a donor visit once per month with one of the development officers to get the full experience of how the research and planning translates into actively raising money for Clemson.

University Relation Internal Communications Intern ●●

The intern will write articles and create and produce video content for Inside Clemson.

W

Watt Center Concierge Desk and Educational Support Intern ●●

The intern will need to be passionate, friendly and customer service oriented. The primary role of this position will be to manage the concierge desk and assist the educational research faculty with projects and events. The position responsibilities include: Scheduling project rooms for use by students and faculty; Directing visitors, Logging issues with technology and the facility; Staying abreast of the technology and software used in the Watt Center; Assisting with workshops and demonstrations of technology and software; Assisting with development and promotion of Watt Center brand via social media. Skills required: Excellent communication skills such as public speaking and writing Microsoft Windows operating systems Office (including Outlook) Social media use (including analytics) Adobe Creative Cloud (at least two of the applications).

Watt Center Creative Inquiry Adobe Intern ●●

This intern will be charged with creating responsive web content describing research taking place at Clemson through the Creative Inquiry program. Duties will include procuring photos and videos, producing graphics and info graphics and interviewing students or professors leading a research project. Additional training will be available with advanced features of Adobe products but Creativity, an aesthetic eye is a requirement. This position is only available to undergraduate students in good standing and applicants must have participated in a Creative Inquiry project in the past or be registered for a project.

Watt Center Energy Use Analytics Intern ●●

● Engagement

● Innovation

● Professionalism

The intern will work in a collaborative team environment to continue development of a Building Information Management (BIM) system for the Watt Family Innovation Center. Using R and R-Shiny to develop tools and algorithms enabling visualization and modeling energy usage; work with relational databases to support the BIM; manage a Linux or Microsoft server for the BIM.

Watt Center IT Intern ●●

The intern will provide students with an opportunity to gain unique experience by working in the most technologically advanced digital media systems on Clemson's Campus. The WFIC is leading Clemson toward its 2020 goals of a top 20 University bringing students, faculty, technology and industry together to provide a dynamic environment where innovation and collaboration occur in the classroom. Interns will assist students, faculty and staff in learning and operating digital multimedia technologies and systems in the classrooms and throughout the building. Some of the technologies include: Mersive Solstice display sharing; BlueScape visual collaboration; Crestron's Fusion RoomView AV and technology management and control; Crestron's Energy Management (Fusion EM) controlling building environmental systems of HVAC, lighting, and energy usage; and Philips EnvisionSuite lighting control system. Interns will also be assigned projects to bring the building fully online over the course of the semester including networking, automation and monitoring of building systems and environments, server technologies including VMWare, Server operating systems, SQL Server 2014, and cyber security systems. Opportunities exist for programming custom solutions, as well as research and integration of new technologies into the building's collaborative spaces.

Watt Center Media Graphics Intern ●●●

The intern will assist the Media Graphics Manager. The intern will aid in the creation and management of content displayed in the Watt Family Innovation Center (WFIC). Content includes, but is not limited to: 2D digital signage of various kinds, 2D/3D motion graphics, photography and video/audio. The intern is expected to complete at least one major project for display at the WFIC. In addition to content management, the intern will be expected to help run the concierge's desk to assist visitors of the WFIC, and provide support for tours. The intern should take the lead on gathering feedback from WFIC visitors regarding content and display usage via impromptu questionnaires. Based on the feedback from visitors, the intern will propose solutions for content/display maximization. The approved solution could inspire their major project if they desire. It is preferable that the intern has proficiency in one of the following creative tools: Photoshop, Illustrator or InDesign. Experience with Premiere, Aftereffects or any other 2D/3D creative tools would also be very helpful, but not required. Photography and/or videography skills are a bonus as well. A good candidate would demonstrate their skill set in a portfolio.

Web Coding and Design Assistant Intern ●

The intern will: produce analytic report documenting web site usage in MS Excel and Google Analytics; create python script to analyze web site statistics for GIS mapping and other reporting duties; manage a Wordpress Content Management system. Other duties include creating pages, custom code development and system administration.

Wellness Initiatives Intern ●●

The intern will be involved in all phases of programming and administration of fitness and wellness services. Responsibilities include: assist in the development and implementation of fitness classes, strength training protocols, fitness assessments, and wellness programs. This position will focus mainly on assisting with the Wellness program and Wellness LLC classes. Other responsibilities may include scheduling, composing meeting agendas, communication with different departments to make events a reality, etc. They will also attend staff meetings and perform other assigned tasks.

Wellness Living Learning Intern ●●

The intern will be involved in all phases of programming and administration of fitness and wellness services. Responsibilities include: assist in the development and implementation of fitness classes, strength training protocols, fitness assessments, and wellness programs. This position will focus mainly on assisting with the Wellness program and Wellness LLC classes. Other responsibilities may include scheduling, composing meeting agendas, communication with different departments to make events a reality, etc. They will also attend staff meetings and perform other assigned tasks.

Wellness Outreach Intern ●●

The intern will be involved in all phases of programming and administration of fitness and wellness services. Responsibilities include: assist in the development and implementation of fitness classes, strength training protocols, fitness assessments, and wellness programs. This position will focus mainly on assisting with the Wellness program and Wellness LLC classes. Other responsibilities may include scheduling, composing meeting agendas, communication with different departments to make events a reality, etc. They will also attend staff meetings and perform other assigned tasks.

Women in Science & Engineering Intern ●●●

The intern will be matched with incoming freshman and transfer students in the College of Engineering and Science to assist in making the transfer for high school to college or if they are a transfer the transition from one learning institution to Clemson University. Our mentors will organize study hall sessions so that the mentee can learn various study habits and improve time management as well as introduce the mentees to other mentees in the College of Engineering and Science to improve academic success at Clemson. The PEER/WISE mentors organize Social Events, Professional Development Workshops and Seminars; as well as organize Community Involvement Events, where we go into neighboring communities to help those that may be less fortunate or to beautify the community.

WSBF Underwriting Intern ●●

The intern will work for WSBF, Clemson's radio station, and be responsible for the following: networking with local businesses, securing and contracting underwriting-type advertisement, providing contract information to the department for accurate invoicing and billing, setting and meeting underwriting goals, soliciting and securing donations for Shark Week 201.

Z

ZipCar Marketing Intern ●●●

The intern will present the benefits of Zipcar use to current students and promote program membership at tabling sessions and other general informational sessions. The Zipcar Marketing Intern will be trained and work closely with regional Zipcar marketing staff to create and implement Clemson-specific ad campaigns. The intern would also be the primary contact for Zipcar tabling/marketing events across campus, as well as for social media engagement. The intern would be expected to have frequent contact with the Senior Associate Director, Parking Operations Manager, and Transit Operations Manager to plan updates/posts for students, faculty and staff with parking and transportation information. The intern will also be responsible coordinating the relocation of select Zipcars on home football game weekends from IPTAY reserved spaces.

Colleges/Departments/ Interests

Agriculture, Forestry, Life Sciences

Agriculture Positions:

Abiotic Stress Physiologist Intern ● ● ●

The intern will work on a project that focuses on identification of soybean lines with traits that contribute to early-season drought tolerance. The specific objective of the project is to evaluate a soybean germplasm of 373 lines for the amount of moisture needed for germination, time to produce a radicle, primary root length, and seed size to identify lines that require less amount of moisture for germination, lines that quickly produce a radicle, and lines with increased primary root length and to determine whether any relationship exists between seed size and germination %. The project involves greenhouse and lab works. The intern will be responsible for data collection and data entry and will work with the mentor for data analysis and interpretation. Since data collection is time sensitive, the student may need to work weekends. The intern will be provided with opportunities to present the research results in professional meetings and will receive co-authorship in the publication depending upon the contribution. The intern is also expected to assist in other on-going research in the lab.

Extension Agent Intern ● ●

The intern will shadow with an assigned mentor that works on an Extension Program Team directly relating to the intern's current major. The intern will: complete a designated semester project to be determined based on student's expertise and placement; give presentations and seminars at organized meetings and field days; write newsletters, articles, bulletins, and curriculum; complete a weekly experience journal and prepare a poster showcasing highlights of the internship; interact with the general public through site visits, walk-in visits, telephone calls, and internet contact.

Animal/Veterinary Sciences Positions:

Animal Care Technician Intern ● ●

The intern will provide animal research support, animal health care, and facilities maintenance for their centralized laboratory animal research facility.

Poultry Farm Agriculture Intern ●

The intern will perform general maintenance, lawn care, flock management (feeding, cleaning pens, bird health care), sales, egg grading, and simple engine repair on small equipment. The student will learn how to manage a poultry farm and the farm to fork concept.

Poultry Farm Student Manager Intern ● ●

The intern will manage student labor to ensure that the farm is taken care of and will have several extra projects that they will be responsible for.

Food, Nutrition, Packaging Science Positions:

Food, Nutrition, Packaging Science Laboratory Intern ● ● ●

● Engagement ● Innovation ● Professionalism

The intern will work in the Sonoco Package Testing and Materials Evaluation laboratory. They will have a desk in a side room in the lab. The student will learn to use all testing equipment in the lab. They will then be responsible for working with industry partners conducting package testing and writing reports summarizing the testing and the results. They will be involved in developing custom tests for particular customers and assist in graduate level research being conducted in the Sonoco lab. The student will have the opportunity to go through the certification process and be certified as a Packaging Laboratory Technician with the International Safe Transit Association. The student will be certified as a fork truck operator, so they can operate the lab fork truck.

Media Technologist Intern ●●

The intern will work with leading and local companies who are interested in packaging education, eye tracking, prototyping, and/or design services. We are specifically looking for students with a creative bent who have logged experience in the Adobe Creative Suite. Skillsets in animation, photography, and illustration are also applicable to this position. This is a flexible position with creative projects, lots of on-site training, and access to incredible equipment and tools.

Sonoco Institute Advanced Print Technology Laboratory Intern ●●●

The interns will work closely with large industry companies on confidential research projects that will allow them to have relevant experience in their future career fields. The student's duties will include the following plus more: aid with student research, trials, and help teach hands on learning; aid with industry sponsored research and testing; print and ink analysis; aid with hands on sessions during industry seminars; lab maintenance and organization.

Forestry, Environmental Conservation Positions:

Center for Watershed Excellence Water Resource Intern ●●

The intern will work with the campus Clemson Extension Water Resources agent to promote healthy waterways through storm water pollution prevention education and involvement projects. The intern will craft a project for campus that will be used to educate others on storm water and its impacts to our local waterways. These may include, but are not limited to rain gardens, bioretention cells, bioswales, permeable pavement, green roofs, and green parking. They will create materials that support their proposed outreach program, which may include videos, handouts, signage, and surveys, measure the potential impact of the outreach effort and make recommendations for improvement if repeated, and report on the program's success through social media, websites, press releases, news articles, or other communication strategies.

Experimental Forest Intern ●

The intern will assist inventorying timber and mapping.

Forest Ecology Intern ●●

The intern will assist with an interdisciplinary research project that assesses how forest management practices (e.g. burning and thinning) influence water quality. Primary duties will include collection of pre- and post-treatment fuel, vegetation, and water quality data.

Organic and Biofuels Project Intern ●●

The intern will assist Program operators in value-added processing of campus organic wastes to divert organic material from landfills and create value added products for the University including organic compost, biodiesel fuel, and other products.

OSHA Compliance Intern ● ● ●

The intern with Campus Recreation will work closely with the Operations Coordinator to manage environmental health and safety projects utilizing communication, collaboration, and analytical skills. The intern will work independently to maintain up to date chemical inventories of Campus Recreation facility spaces and assist with ensuring OSHA Compliance for the department, primarily including chemical communication, storage, and waste management. This will include communication with several program and service area supervisors within the department and with Clemson University's Office of Environmental Health and Safety. The intern will assist with creating Memorandums of Understanding with Club Sports and Registered Student Organizations concerning storage area expectations with access, cleanliness, and chemical storage and communication. The intern will also have the opportunity to facilitate a chemical safety presentation to professional and student staff and organization leaders that utilize the department's storage spaces.

Geology Positions:

Data Visualization Intern ●

The intern will work on visualizing geologic data with advanced imaging methods, such as Oculus Rift.

Geoscience Education and Outreach Intern ● ●

The intern will work with a team of faculty to plan and implement geoscience education and outreach activities.

Plant/Environmental Science Positions:

Undergraduate Research/Extension Assistant ● ●

The intern will assist with soil and water research and extension activities. This includes activities associated with soil health, plant productivity, and water conservation. Intern tasks include literature review, experimental setup and design, data collection and analysis, and write up of soil pH experiment, assist with soil, plant, and water preparation for analysis, review and assist with generation of various extension bulletins and trade magazine articles, assist with cotton fiber analysis and report generation, students will be given opportunity to present research at regional and or national meetings, and submit research for publication.

Architecture, Art, Humanities

Architecture Positions:

Clemson Architecture Center in Charleston Intern ● ●

The intern will have the opportunity to demonstrate the interrelationship between theoretical principles of architecture as a profession and their application in practice. By supplementing the typical studio and seminar courses with an opportunity to participate in an internship, the intent is to reinforce the link between academic

and professional realms. The CACC Mentorship Program has been developed as a method of exploring the practice of architecture or design through experiential learning.

Art Positions:

Art Director Assistant Intern ●●●

The intern will work on: brand identity design, digital graphic design, motion graphics (including shooting and editing video), design for social media, and design support for professional staff.

Behavioral, Social, Health Science

Communication Positions:

Chemical Engineering Graphic/Communications Intern ●●

The intern will assist with uploading new pictures and communications to our public monitor system, departmental website, and Facebook page on a weekly basis. In addition, the intern will assist the ChBE Office Manager in creating departmental newsletters and e-newsletters as well as other publications as needed during the school year. The applicant should be proficient in writing, creating graphics, and using Adobe InDesign and Photoshop.

Communications Intern ●●

The intern will continue the work started by the summer communications intern. The primary focus of this position will be to work with departmental leadership to develop and enhance the communication plan (specifically communications to the student body but also to faculty and staff). The person in this position will need to evaluate the current processes and determine how to best disseminate timely information to the appropriate constituencies. The intern will also need to determine the appropriate mediums for use in disseminating information, including but not limited to: email, text, and social media.

Housing and Dining Marketing/Communications Intern ●●●

The intern will represent the department at University sponsored events (such as Orientation, Fall and Spring Blitz, etc.), assist with Housing & Dining sign up, and promote Core Campus and Douthitt Hills.

Housing and Dining Sustainability Intern ●●●

The intern will need good verbal, written, and media communications related to the following areas: sharing ideas and concepts (brainstorming activities); participating in team building indoor/outdoor activities; writing guidelines for preferred student behavioral activities; creating signs, posters, flyers, and other written forms; producing or editing videos that can be posted to the Clemson YouTube channel; producing PowerPoint and Prezi presentations; working with student groups and organizations. The position requires the incumbent to create and organize their work schedule complimenting the Associate Director of Sustainability. They will work in sustainability areas that may include promotions, events, and activities related to litter control, recycling, utilities conservation, residential facilities, residential life, dining services, business affairs, auxiliary enterprises and the academic colleges. They work independently with some supervision. The intern will assist with analytical work on utility usage and other metrics.

Institute for Parks Marketing and Communications Intern ●●

The intern will assist in the development and implementation of a marketing plan for Institute for Parks. This will be a creative process and will largely focus on web and social media communications. The intern will also assist with event planning as needed.

Outdoor Lab Professional Communications Intern ●●●

The intern will assist in retreat center process through phone calls, tours, and other activities that promote and sell the Outdoor Lab services. They will interact with guests and potential customers in a positive, cheerful manner and develop marketing and communication tools for the Outdoor Lab Conference center users and lodging guests. Projects will include web page improvements, social media updates, updated displays and signage, coordinated brand efforts on-site and campus-wide, and dissemination of retreat group information to other OL departments.

Recycling Marketing & Communications Intern ●●●

The intern will be leading, promoting, and putting on campus recycling events such as Freshman Orientation, Freshman Picnic, Game Day Recycling, America Recycles Day, RecycleMania and many others. The ideal candidate will have strong communication and interpersonal skills. They will be able to lead and manage large groups of volunteers. The person should be proficient in various computer programs such as MS Office, Photoshop, and other graphic design programs and have knowledge of web design programs. Another required skill is to have experience and knowledge with marketing and communicating through all avenues of social media.

University Relation Internal Communications Intern ●●●

The intern will write articles and create and produce video content for Inside Clemson.

Community Studies Positions:

Community Studies Intern ●●

The intern will have the opportunity to work on program marketing and promotions for helping to strengthen the Community Studies concentration within the Department of Sociology and Anthropology. The student will gain experience in marketing and promotions for a variety of programs intended for current and prospective students, ranging from the Social Entrepreneurship Impacting Business, Health, and Community study abroad to South Africa and a newly proposed environmental justice symposium to the Community & Economic Development Club, a campus organization for students interested in community development and related fields. The intern will be responsible for helping to develop a marketing and communications plan to promote and to increase awareness among students, faculty, and staff of the Community Studies concentration. Some research assistance will be required. The intern is expected to consult and to collaborate with Sociology & Anthropology faculty as well as faculty and students in related fields such as City and Regional Planning, Community Health, and applied research organizations such as Sandhill Research and Education Center, Southern Rural Sociological Association, among others. The intern will also receive one-on-one mentoring throughout the experience as they will be working with Sociology and Anthropology faculty mentor. Students interested in marketing, communications, website and graphic design, community development, and entrepreneurship are encouraged to apply.

Nursing Positions:

Nursing Informatics Intern ●●

● Engagement ● Innovation ● Professionalism

The intern will: research new technology and apps for use in NURS 1400 (Computer Applications in Healthcare); review lecture materials; provide feedback on potential ways to improve the courses; lead review sessions; provide an undergraduate's point of view as to how information would likely be received and processed; meet one-on-one with NURS 1400 freshmen to provide guidance or assistance with milestones; create innovative ways to meet the growing demand of the nursing departmental honors program; assist with class exercise for honors nursing research course.

Psychology Positions:

Counseling and Psychological Services Intern ●●

The intern will assist with workshop presentations, outreach projects, and promoting mental health and wellness.

Sociology, Anthropology, Criminal Justice Positions:

Business and Anthropology Intern ●●

The intern is needed to research Business Anthropology programs and current courses offered at Clemson for possible development of certificate program, internships, and research experiences. Anthropology and/or business major preferred.

Career Specialist/Alumni Relations Intern ●●

The intern will conduct in-depth research on career paths in sociology, including writing a literature review and conducting information interviews with current students and graduates of the sociology program. They will develop a career website for the Department of Sociology and Anthropology, create a job, internship, and mentor database with general information and specific opportunities for sociology majors, develop a newsletter and other materials that highlight alumni and student success stories and career profiles of sociology graduates, and assist in the planning of career panels and professional development workshops for students in the Department of Sociology and Anthropology.

Grad Program Intern ●●●

The intern will conduct in-depth research on graduate programs in sociology, with a particular emphasis on applied sociology. This will include: a literature review and information interviews with current students and graduates of the MS in Applied Sociology program; assist in marketing the graduate program in Applied Sociology (develop publicity materials and a mailing list, continue to develop and enhance the website for the department in general and the Applied Sociology graduate program); conduct research on paid internship positions for undergraduate and graduate students; develop a newsletter and other materials that highlight alumni and student success stories and career profiles of current graduate students and alumni; assist in the planning of the professional development seminar for graduate students (identify possible guest speakers, develop a schedule for presentations, etc.). This position requires strong writing, research, and communication skills.

Sociology Research Social Media Intern ●●●

The intern's job duties include the following: conduct in-depth research on sociology career paths in social science research organizations, think tanks, policy analysis organizations, and non-profit organizations. Information will be used to expand information for sociology majors who desire to learn more about career paths in these and other organizations. The intern will: assist in a research project about applied sociology and sociological practice; possible national-level data collection; conduct research on paid internship positions for undergraduate and graduate students desiring to learn more about the application of sociological perspective and social science

research methods in applied settings; develop a newsletter and other materials that highlight faculty accomplishments' assist in the development and maintenance of the departmental website; assist in additional research projects, as needed. This position requires strong writing, research, and communication skills.

Business

Accounting Positions:

Energy Audit Intern ●●

The intern will: assist in collection of previous and existing energy usage in small and medium-sized enterprises; review earlier assessments from different universities and recommend any new techniques for the assessment; complete the DOE energy assessment training; conduct energy audits at local manufacturing companies with a small team of students, faculty, and staff and assist in the energy analysis; complete excel-based data entry and data manipulation; assist with preparation of assessment reports to be submitted to the manufacturing firms and DOE; attend weekly meetings; perform other assigned duties including presentation, assisting grad student or post doc on a research project, and attend weekly meetings. The intern will work in a team of students, professors, post docs and graduate students from different disciplines. The student will learn new techniques in data management, energy assessment, and sustainability assessment. They will have access to the latest in energy audit software and tools. The work environment is highly collaborative and supportive, and the successful applicant should expect to be able to have made connections to potential employers through their energy assessments and will have excellent recommendations from IAC PhDs for their future job search. Working experience in this project will allow the intern to receive extensive knowledge regarding energy management strategies, plant operation and control, data organization and interpretation. The working environment will provide the intern the opportunity to develop leadership and communication skill and build themselves as a key team player, from writing professional technical reports to giving professional technical presentations. Students will also work on creating and managing a portal for clients to schedule assessments. Students will also be eligible to obtain DOE IAC Energy Efficiency Certification upon completion of more than one energy assessment. Student interns will be able to navigate through the North American Industry Classification System (NAICS) to access all the manufacturing sectors. High performing students will also be eligible for Student Research Awards.

Student Financials Development Intern ●●

The intern will make accurate daily deposits and maintain appropriate financial paperwork, notes, and documents related to each deposit, maintain and ensure accuracy for all income sheets, reconcile all deposits with queries and Hub financial records, ensure that all financial records are kept to Clemson University's auditing and business standards, assist in preparing box office settlement reports and monthly tax reports. The intern will be responsible for training and supervising all Hub staff in financial procedures and settlement of financial equipment, maintaining appropriate paperwork for any tickets with an outstanding balance, assisting box office manager in all duties including customer service, ticket scanning, and training, assisting as needed with Campus Activities and Events Hub operations, thoroughly reviewing itemized reservation payments from prior business year for auditing purposes.

Business Administration Positions:

Academic Liaison Intern ●●●

● Engagement

● Innovation

● Professionalism

The intern will be involved in all aspects of administration for the Departments of Campus Recreation and Campus Activities and Events. Responsibilities include assisting in the development, implementation, training and assessment of all program and service areas as it relates to academic relationships and agreements. Specific duties may include: selection process, all required paperwork and assurance of compliance with Department, University and State policies and procedures, assisting with internship orientations, fairs, and other academic related events, as well as evaluation and preparation for the upcoming school year. The position will assist in the strategic planning as well as the daily duties of the Campus Rec internship model for all levels of academic experiences which also include working with the LLC council and department related Creative Inquiries and a blended study abroad CI experience as well as other classes. This position will aid in an overview student perspective of the departmental needs.

Campus Activities and Events Human Resources Assistant ●●●

The intern will help to develop system efficiencies and provide feedback for the hiring process, training presentations, database management, timekeeping system, and payroll process. They also maintain the department student employee handbook, in addition to aiding research for development, improvement, and expansion of written department policies, procedures, and expectations of the department student employee handbook. They help create and maintain the training materials, as well as assist with training presentations. The intern will maintain an HR calendar, including but not limited to, all hiring deadlines, payroll deadlines, training schedules, on-boarding schedules, etc. They will manage the Vencidi member database and student employee files by continuously updating files and communicating with student employees to ensure accuracy of employee files, as well as maintain accurate and orderly files and records following all systems and protocols.

College of Business and Behavior Science Development Intern ●●

The intern will gain real-life work skills by interacting with individuals and corporations. They will apply knowledge from academic classes to real world applications and situations and learn time management by working with deadlines.

Experience Clemson Intern ●●●

The intern will help run the operational activities of the Brand Center. They will be responsible for: opening and closing the facility when mentor is not present; making sure that all experiences are working properly; updating the Data Ribbon daily as new information comes to the center. The interns will engage visitors in the various interactive experiences available within the facility and be the point of contact for any questions that the visitors may have while in the center. Interns will also track visitor reactions and opinions from the center, and when applicable, the interns will run the cash bar for the sale of merchandise. They serve as a steward of the Clemson University Brand. Interns will be assigned to help think of creative ways to cross promote Experience Clemson with various events and other already existing programs in Greenville and help plan and host events in the center.

Library Outreach Intern ●●●

The intern will help implement the library's outreach activities across campus. The intern will attend summer orientation sessions and engage with students on campus to promote the library's services and resources. They will also join the Instruction team and attend weekly meetings to assist with campus outreach planning and provide input about tutorials and workshops. In addition, the intern will learn about all aspects of the circulation department, and will help staff the Services Desk at Cooper library. In this capacity, the intern will hone his or her communication skills through interactions with faculty, staff, students, and members of the community who use the library. Furthermore, the intern will be able to apply his or her analytical and critical thinking skills when assessing patrons' needs and assisting them with locating resources and materials. The job will provide

professional development opportunities through collaboration with library faculty and staff on various projects, and the chance to visit and learn about outreach initiatives from other academic as well as public libraries. The ideal candidate will have some customer service or marketing experience, but this position would suit an outgoing, creative minded student who has the initiative to contribute ideas to help the library broaden its impact across campus.

Watt Center Concierge Desk and Educational Support Intern ●●

The intern will need to be passionate, friendly and customer service oriented. The primary role of this position will be to manage the concierge desk and assist the educational research faculty with projects and events. The position responsibilities include: Scheduling project rooms for use by students and faculty; Directing visitors, Logging issues with technology and the facility; Staying abreast of the technology and software used in the Watt Center; Assisting with workshops and demonstrations of technology and software; Assisting with development and promotion of Watt Center brand via social media. Skills required: Excellent communication skills such as public speaking and writing Microsoft Windows operating systems Office (including Outlook) Social media use (including analytics) Adobe Creative Cloud (at least two of the applications).

Economics Positions:

Housing and Dining Sustainability Leadership Intern ●●●

The intern will work within the area of University Housing and Dining Services (Sustainability office in 101 Mell Hall) and perform work that supports the general campus sustainability program, with concentration in the area of economics. The position requires verbal, written and media communications and includes but is not limited to the following areas: sharing ideas and concepts (brainstorming activities); participating in team building indoor/outdoor activities; creating guidelines and standards for analytical work in utilities usage; creating signs, posters, flyers, and other written forms; producing and editing videos that can be posted to the Clemson YouTube channel; producing PowerPoint and Prezi presentations; working with student groups and organizations. The position requires the incumbent to create and organize their work schedule complimenting the Associate Director of Sustainability's work schedule. Work tasks will be in tandem with responsibilities of the Associate Director of Sustainability with some guidance from the President's Commission on Sustainability. Major emphasis with analytical work and reporting on utility usage and other metrics.

Spiro Research Intern ●●●

The intern will be assisting in research and preparation of background materials to support startup companies in the Technology Villages Program. The Regional Economic Development Center (REDC) conducts market research, competitor analysis, company profiles, business plan development, product analysis, science literature reviews, general industry background reviews, and related research. The focus is on wealth creation through entrepreneurial activity.

Finance Positions:

Enterprise Risk Management Intern ●●

The intern will have the opportunity to participate in the Enterprise Risk Management (ERM) process throughout campus. The intern will work with staff members to identify and assess the different types of risks that exist within various areas of campus. The intern will also work with staff to review summary reports and presentations for senior administration as well as analyze ERM data utilizing visual analytic software or other reporting tools. This position will give the intern exposure to the various operational as well as strategic functions across the University.

This internship will offer students the ability to interact with many Clemson University employees and leaders, including directors, managers, etc. Students will be given the opportunity to attend and participate in several functional meetings with various areas of campus.

Lean Process Improvement Intern ● ● ●

The intern will work with the Lean Process Improvement area of the Finance Division to develop and implement the Clemson University Lean Plan. Developing the Lean Plan will include the maintenance of the Clemson University Lean website and the implementation of Lean training to campus employees. Additionally, this intern will work with Finance Division members to assist with campus-wide Lean discovery efforts. Lastly, this intern will act as a University internal consultant to assist departments in identifying processes to improve and work with them in developing metrics and measuring their success.

Office of the VP for Finance & Operations Intern ● ● ●

This intern will have the opportunity to participate on several financial analysis projects. The intern will work with staff members to provide financial consulting to both internal and external customers, develop business plans and optimal solutions in financial planning, and assist in providing data-driven support to Senior leadership and departments. This rotation will also give the intern exposure to several business intelligence initiatives, giving them experience with developing analytical tools that will aid in University-level planning and decision support. Additionally, the intern will participate in developing analyses and presentation materials for various audiences. This internship will offer students the ability to interact with many Clemson University employees and leaders, including business officers, fiscal analysts, program directors, etc. Students will also be given the opportunity to attend and participate in several functional meetings within the Finance Division.

WSBF Underwriting Intern ● ●

The intern will work for WSBF, Clemson's radio station, and be responsible for the following: networking with local businesses, securing and contracting underwriting-type advertisement, providing contract information to the department for accurate invoicing and billing, setting and meeting underwriting goals, soliciting and securing donations for Shark Week 201.

Graphic Communications Positions:

Campus Banner & Design Intern ● ● ●

The intern will begin training to ensure they are able to accomplish daily tasks correctly and efficiently. Strong design skills are an advantage but not required. They will work as a part of a student-run team, designing, printing and finishing pieces such as logos, banners and signage. This involves handling a customer job from the start of the consultation to the finishing steps of billing. The intern will work alongside other student employees dealing with writing, marketing, inventory management and web-design. Graduate student production managers will supervise the intern and the rest of the team.

Chemical Engineering Graphic/Communications Intern ● ●

The intern will assist with uploading new pictures and communications to our public monitor system, departmental website, and Facebook page on a weekly basis. In addition, the intern will assist the ChBE Office Manager in creating departmental newsletters and e-newsletters as well as other publications as needed during the school year. The applicant should be proficient in writing, creating graphics, and using Adobe InDesign and Photoshop.

Graphic Designer Intern ●●●

The intern will assist in developing packaging-related technical information into visual works of art and animations. The intern will need to have a background in the Adobe Creative Suite and a self-starter attitude. The position is out of Greenville, SC, full-time, and will introduce the intern to many local companies while working on developing visual assets.

Pearce Center Intern ●●●

The intern will work in the Class of 1941 Studio for Student Communication on multimodal communications, public relations, graphic design, and publishing projects including editing copy; pitching stories; researching and writing articles for print, web, and/or video publication. The intern will be responsible for: creating ebooks; developing/executing social media strategies; designing marketing material; developing PR strategies; designing websites, etc. Experience with MS Office and Adobe Creative Suite software is a plus, but a willingness to learn and use communication technologies is essential. Students must be available for training sessions and staff meetings from 1:25-2:15 p.m. on Monday and Wednesday during the semester. Current Pearce Center projects/clients include, Synergy, an online publication highlighting Service Learning at Clemson, The WAC Journal (scholarly journal devoted to Writing Across the Curriculum), Pickens County United Way, Centerville Elementary School, Academic Success Center, Worldreader.org (providing digital books and e-readers to children in developing countries), Parlor Press, promotional materials for Pearce Center events and programs, including the Client Based Program, Pearce Speaker Series, and Writing Fellows Program.

SC Water Resource Center Design/Social Media Intern ●●●

The intern will provide graphic design expertise for development of flyers, social media posts, website content, signage, and other materials as needed. The intern will provide social media expertise to plan and execute a social media campaign for the conference (utilizing Twitter, Facebook, Instagram and other recommended applications).

Study Abroad Graphic Design Intern ●●

The intern will design marketing materials for Clemson Abroad. They will also work closely with other Clemson Abroad interns to market events through print and digital media.

UPIC Magazine Graphic Designer ●●●

The intern will: work directly with Student Affairs Publications to produce the UPIC Magazine each year; actively take part in brainstorming, testing, producing, and editing content; develop concepts, design and high-tech production of varied communication pieces working with various constituents to produce the UPIC Magazine; be responsible for manipulation of photographic images, as well as electronic retouching, color correction, size and positioning of images; create illustrations for projects using electronic hardware and a variety of software programs.; facilitate job production through quoting, vendor selection, proofing and final production checks.; communicate with clients on assigned jobs; participate in training with Campus Banner & Design (on-campus, student-run large format print business).

Watt Center Creative Inquiry Adobe Intern ●●

This intern will be charged with creating responsive web content describing research taking place at Clemson through the Creative Inquiry program. Duties will include procuring photos and videos, producing graphics and info graphics and interviewing students or professors leading a research project. Additional training will be available with advanced features of Adobe products but Creativity, an aesthetic eye is a requirement. This position is only available to undergraduate students in good standing and applicants must have participated in a Creative Inquiry project in the past or be registered for a project.

Watt Center Media Graphics Intern ●●●

The intern will assist the Media Graphics Manager. The intern will aid in the creation and management of content displayed in the Watt Family Innovation Center (WFIC). Content includes, but is not limited to: 2D digital signage of various kinds, 2D/3D motion graphics, photography and video/audio. The intern is expected to complete at least one major project for display at the WFIC. In addition to content management, the intern will be expected to help run the concierge's desk to assist visitors of the WFIC, and provide support for tours. The intern should take the lead on gathering feedback from WFIC visitors regarding content and display usage via impromptu questionnaires. Based on the feedback from visitors, the intern will propose solutions for content/display maximization. The approved solution could inspire their major project if they desire. It is preferable that the intern has proficiency in one of the following creative tools: Photoshop, Illustrator or InDesign. Experience with Premiere, Aftereffects or any other 2D/3D creative tools would also be very helpful, but not required. Photography and/or videography skills are a bonus as well. A good candidate would demonstrate their skill set in a portfolio.

Management Positions:

Educational Media and Resources Production Intern ●●

The intern will support the initiatives and vision of the Director of Texts and Technologies and perform a wide range of duties to help Clemson University develop, test, and train students and faculty to better engage online educational programming. Many projects will be long-term in nature, beginning with exploratory research and development before leading to strategic implementation of best practices. Depending on the individual strengths/interests of interns, projects may include the following: Assess communication materials (marketing, networking, teaching) of Clemson Online to identify informational gaps, usability shortcomings, and the potential opportunities for new media development.

Housing and Dining Multimedia & Resources Training Intern ●●●

The intern for the Residential Learning team will work to create unique training materials to assist Resident Assistants, Graduate Assistants, and new staff members succeed in their roles. Projects will include the creation of online modules, training videos, or other multimedia approaches to training. The Department of Residential Learning is seeking an intern who is able to work autonomously on longer-term projects and utilize new forms of technology. A successful intern should possess professional communication skills, comfort learning new platforms and technologies, and individual project management skills. Learning Management System (Blackboard or Canvas) or other digital learning software programming experience is preferred.

Management Research Intern ●●●

The intern will gain experience of how to work as a team and turn an idea into a company. The intern will be getting their hands dirty talking to customers, partners, and competitors as you encounter the chaos and uncertainty of how a startup actually works. They will practice evidence-based entrepreneurship as they learn how to use a business model canvas to brainstorm each part of a company and customer development to get out of the building to see whether anyone would want/use the product. Finally, based on the customer and market feedback you gathered, they will use agile development to rapidly iterate the product to build something customers would actually use and buy. Each block will be a new adventure outside the classroom as the intern tests each part of their business model and share the hard-earned knowledge with their mentor. Our goal within the constraints of this internship is to translate a mere idea, for any kind of enterprise, into something of significant value.

Risk Management/ Compliance Intern ●●●

● Engagement ● Innovation ● Professionalism

The intern will have the opportunity to participate in the Enterprise Risk Management (ERM) process throughout campus. The intern will work with staff members to identify and assess the different types of risks that exist within several areas of campus. They will also work with staff to complete summary reports and presentations for senior administration. This position will also give the intern exposure to the various operational as well as strategic functions across the University. This internship will offer students the ability to interact with many Clemson University employees and leaders, including directors, managers, etc. Students will also be given the opportunity to attend and participate in several functional meetings within the Finance Division.

Student Affairs Project Manager Intern ●

The intern will be working on process improvement.

The Tiger Business Manager Intern ● ● ●

The intern will: serve as the chief business officer of *The Tiger* newspaper; oversee more than \$75,000 in revenue as well as three student employees; analyze revenues and expenditures and determine cost-cutting measures; create a five-year business plan that includes fiscal solvency for the newspaper; invoice customers weekly; ensure customers pay invoices in a timely manner; collaborate with the advertising manager to create innovative revenue-making opportunities; assist in developing partnerships with campus departments.

The Tiger Distribution Manager Intern ● ● ●

The intern will: ensure distribution of 8,000 copies of *The Tiger*; manage a distribution team; collaborate with the business manager and Assistant Director to find delivery efficiencies; collaborate with other campus departments to improve distribution, maintain distribution logs; oversee a staff of four distribution representatives; assist director with the distribution of new newspaper racks.

Marketing Positions:

CAFLS Student Recruitment Marketing Intern ● ●

The intern will update and create web content for CAFLS. Monitor and post on social networks (Facebook, Twitter, LinkedIn, Pinterest, and more). Update and create printed publications. Create and strategically share video content. Maintain and create content for Video Screens Skills required are being comfortable with a variety of internet browsers, website structure, and knowledgeable of internet terminology, trainability in cascade web content managing system, fluency in social media platforms and strategies, ability to provide timely, thorough, and professional responses. Additional skills preferred are Intermediate+ InDesign and Photoshop user, understand basic design and design setting and can make decisions to create professional level marketing material.

Calhoun Honors College Student Coordinator for External Affairs Intern ● ● ●

The intern will: support communication efforts through updating and creating new publications and literature, support branding efforts by revising or creating event flyers and logos, complete spotlights on current students/staff/faculty/alumni, assist with alumni outreach and communication initiatives, plan new events and initiatives to engage Honors alumni, support any Honors alumni/parent campaigns and events, oversee social media accounts and research methods for improvements, and help with website updates and maintenance.

Center for Visual Arts Marketing and Public Relations Intern ● ● ●

The intern will help design materials that promote and support all activities, events, student recruitment, fundraising, membership growth, and education. They will help post and manage social media content, edit and proofread content material, photograph events, edit photos and upload to Flickr albums, and keep current online

calendars for all events and promoted activities. The intern will help manage and execute many aspects of art awareness activities and/or fundraisers and invite members to attend all CVA activities and events via social media and an electronic eNewsletter. Requirements: interest in the visual arts; experience in customer service, sales strategies, and communications; ability to work in a friendly manner and establish and maintain effective working relationships.

CULSOC Publicity Intern ● ● ●

The intern would be responsible for helping to publicize various events held by the center. The duties would include writing up informational articles for local news outlets when their local school groups come to the center, photographing students at work in the labs, managing photo permission forms, and managing the Center's social media. The intern may also work on promotional flyers.

Emeritus College Social Media/Marketing Intern ● ●

The intern will help develop a comprehensive communications/marketing plan and produce electronic and print materials to achieve the desired outcome.

Global Engagement Intern ● ●

The Global Engagement Intern will be responsible for marketing global engagement opportunities within the College of Engineering, Computing and Applied Science. Typical job duties will include peer advising, social media outreach, classroom presentations on international opportunities, planning special events, and other projects related to office initiatives.

Graduate Programs Social Media Intern ● ● ●

The intern will assist the Assistant Director of Graduate Programs and Off-Campus Internships in implementing the Center for Career and Professional Developments social media plan and coordinating the Center's social media efforts. This includes assisting the Assistant Director with: content development and curation with the goal of increasing both the number of followers and the level of follower engagement; Assists the Assistant Director in analysis and evaluation of social media usage and effectiveness. They will assist the supervisor with: creating original content and curating content from others (e.g. researching career news/advice, sharing content from other Clemson University sites, posting job positions); updating the content calendar for each social media platform; posting and scheduling future posts according to the content calendar for each social media platform; devising strategies to increase the number of followers and the follower engagement; generating and evaluating reports as they relate to the effectiveness of the Centers social media plan and making decisions based on the data. Other responsibilities include: posting featured positions from ClemsonJobLink on assigned day; engaging with followers on social media platforms; additional duties related to social media, career development, and/or internships. Upon completion of the internship, the intern will: understand the role of social media in an educational/business environment; demonstrate competency in social media content development and curation; understand the importance of social media analytics; learn and apply professional skills such as listening effectively, dressing appropriately, allocating time effectively, behaving ethically, developing individual responsibility, participating as a member of a team and adapting effectively to changing conditions.

Healthy Campus Social Media/Marketing Intern ● ● ●

The intern will work collaboratively with the Healthy Campus staff to promote activities and initiatives within the office through means of marketing and social media. Primary duties involve managing the various social media profiles (Facebook, Twitter, etc..) for Healthy Campus, working with Student Affairs Publications on advertising for the office, and serving as a liaison for interdepartmental collaboration. The Marketing and Social Media Intern will work to help Healthy Campus achieve the goal of promoting a holistic approach to health and wellness to the

Clemson community. Responsibilities include: serve as the primary contact for departmental advertising and marketing initiatives; create new ideas and techniques for student outreach; create and implement assessment strategies for all office marketing and communication; assist in distributing marketing materials for initiatives; assist in various office tasks as needed. All Healthy Campus interns will be required to complete the Redfern Health Center OSHA training and provide documentation of immunizations and tuberculosis screening. Interns will also be required to participate in 3 out of 5 professional development opportunities that will be offered during the semester.

Housing and Dining Marketing/Communications Intern ● ● ●

The intern will represent the department at University sponsored events (such as Orientation, Fall and Spring Blitz, etc.), assist with Housing & Dining sign up, and promote Core Campus and Douthitt Hills.

Housing and Dining Social and Digital Media Intern ● ● ●

The intern will: update the departments social media accounts, including but not limited to Facebook, Twitter, etc.; respond to posts or comments on social media; post updates, news, announcements, etc. in a timely manner; take pictures and videos as directed by the department; upload content to social media accounts and archives materials; regularly study and report on social and digital media best practices; complete other projects as assigned.

Institute for Parks Marketing and Communications Intern ● ●

The intern will assist in the development and implementation of a marketing plan for Institute for Parks. This will be a creative process and will largely focus on web and social media communications. The intern will also assist with event planning as needed.

Marketing and Street Team Captain Intern ● ●

The intern will be in charge of all Campus Recreation Social media accounts. They are responsible for timely communication of any Campus Recreation closures as well as responding to any questions asked on any of the platforms.

Marketing Services Intern ● ●

The intern will be charged with assisting with marketing research, planning new services and programs, overseeing social media, directing marketing pieces, developing content development for various marketing websites, advertising, managing events, and completing other duties as assigned. The intern will report directly to Director of Marketing Services.

OSE Marketing Intern ● ● ●

The intern will work with all staff of the OSE and be responsible for multiple aspects of marketing/outreach for the office. Responsibilities include: Manage social media outlets including Facebook, Twitter, Flickr and LinkedIn; utilize on-line tool Hootsuite; research, develop, and implement new approaches for outreach and interaction with students to inform students of the various weekly events and on-going services of the OSE; provide outreach (presentations, info tables, etc.) to College of Business classes, organizations, and employers as needed; create and manage weekly eNewsletter utilizing MailChimp on-line services; design and distribute flyers, e-vites, and other marketing material for OSE hosted events; collaborate with OSE staff to develop new ideas for marketing and communication venues; manage OSE informational tables as needed; analyze use of social media efforts and provide assessment and reports. Proficiencies in Adobe CS and experience with designing for print and web are a plus.

Parking and Transportation Marketing Intern ●●●

The intern would manage Parking and Transportation Services' Facebook and Twitter accounts. The intern would be expected to have frequent contact with the Senior Associate Director and Parking Operations Manager to plan updates/posts for students, faculty, and staff with parking and transportation information. The intern would also work with our partners to produce marketing materials for orientations and events to place in our office. They would also be a primary contact for tabling/marketing events across campus.

Pearce Center Intern ●●●

The intern will work in the Class of 1941 Studio for Student Communication on multimodal communications, public relations, graphic design, and publishing projects including editing copy; pitching stories; researching and writing articles for print, web, and/or video publication. The intern will be responsible for: creating epubs; developing/executing social media strategies; designing marketing material; developing PR strategies; designing websites, etc. Experience with MS Office and Adobe Creative Suite software is a plus, but a willingness to learn and use communication technologies is essential. Students must be available for training sessions and staff meetings from 1:25-2:15 p.m. on Monday and Wednesday during the semester. Current Pearce Center projects/clients include, Synergy, an online publication highlighting Service Learning at Clemson, The WAC Journal (scholarly journal devoted to Writing Across the Curriculum), Pickens County United Way, Centerville Elementary School, Academic Success Center, Worldreader.org (providing digital books and e-readers to children in developing countries), Parlor Press, promotional materials for Pearce Center events and programs, including the Client Based Program, Pearce Speaker Series, and Writing Fellows Program.

Public Relations Intern ●●

The intern will write articles, feature stories, and other materials about research, teaching, and service within the new College of Behavioral, Social, and Health Sciences and the new College of Education. They will update social media pages/feeds for both colleges with new and fresh content and assist with efforts to increase social media engagement. The intern will take on other duties as needed, including project and/or event management.

Recruitment Marketing Intern ●●

The intern will create video content for prospective students and must be proficient with shooting and editing video. They will: assist with development and management of campus recruitment events with admissions and the visitors' center; maintain mail and email lists for recruitment communication; help plan out-of-state guidance counselor events; review marketing materials before print; assist with digital marketing initiatives; maintain database of pertinent market research.

Recycling Marketing & Communications Intern ●●●

The intern will be leading, promoting, and putting on campus recycling events such as Freshman Orientation, Freshman Picnic, Game Day Recycling, America Recycles Day, RecycleMania and many others. The ideal candidate will have strong communication and interpersonal skills. They will be able to lead and manage large groups of volunteers. The person should be proficient in various computer programs such as MS Office, Photoshop, and other graphic design programs and have knowledge of web design programs. Another required skill is to have experience and knowledge with marketing and communicating through all avenues of social media.

STEM Community Relations Intern ●●●

The intern's duties and responsibilities: Supporting various marketing campaigns to promote STEAM education. Marketing campaigns might include: e-newsletters (5K circulation), social media communications (+4K following),

online community development, blogging, print marketing planning, PPC (pay per click) planning, YouTube, and supporting various media relations campaigns. Media campaigns include: Drafting press materials including new releases and media advisories, identifying opportunities for media exposure and assisting with interviews, updating media lists & identifying new distribution opportunities. Additional responsibilities include: coordinating with community programs/events during the weeks surrounding the iMAGINE Upstate festival; working directly with the event director on execution of tasks. Position Requirements: exceptional written and oral communication skills; ability to adapt quickly while managing multiple tasks simultaneously; previous marketing coordination experience preferred; previous experience in social media management preferred; previous experience in event coordination preferred; knowledge in all Microsoft products required; and an enthusiastic, can-do attitude!

Study Abroad Intern ● ● ●

The intern will serve as study abroad interns in our office. Their primary responsibilities will include student advising, event planning, social media maintenance, and special projects within the Clemson Abroad Office.

Tiger Media Brand Consultant Intern ● ● ●

The intern will serve as an exciting and energizing face of Tiger Media to internal and external clients. Our consultants are innovative, self-starters and always looking for the next challenge. Consultants will serve as both marketers and salespersons. They will be directly responsible for the following: working with each organization to develop and implement social media and marketing campaigns; conduct the annual sales survey; conduct focus groups; maintain the organization's social media pages; create relationships with advertising clients; sell advertising for all Tiger Media properties.

Tiger Media Marketing Intern ● ● ●

The intern will oversee and coordinate the marketing and promotional efforts of the entire department. The ideal candidate for this position must be extremely organized, great at time management, work well under stress, and be a high-energy multitasker. The intern must also be aware of media and marketing trends in order to ensure that they stay ahead of the game. Responsibilities include: Developing marketing strategies and plans for the Tiger Media department and its properties; implementing plans for Tiger Media's Social Media; coordinating all organization's social media managers; tracking promotional and social media analytics for each organization within Tiger Media; suggesting and implement marketing training for all students within Tiger Media.

Tiger Media Sales Consultant Intern ● ● ●

The intern will serve as the sales director for Tiger Media, responsible for engaging customers, collecting revenue and building longstanding positive relationships. To be successful in this position, you must pay attention to detail, be comfortable meeting new people and provide excellent customer service. The intern will additionally: oversee advertising representatives; assist in setting ad rates and designing of ad rate booklet; develop new and innovative ways to market a variety of products, including newspaper, digital, television, radio, yearbook and more; communicate with editorial staff regarding advertising for each weekly issue of The Tiger as well as broadcast staff; network with other advertising managers to learn the trade; communicate regularly with the Business Manager.

Trustee House Digital Marketing Intern ● ● ●

The intern will work alongside a team to create diverse pieces content to tell the story of Clemson University. In telling the story of Clemson through video and graphic content students will work to develop, distribute, measure and learn to optimize each piece of content as to make the largest impact possible with the intended audience. The intern will learn how to effectively manage social and digital communications from a business perspective and will learn how to create a community around engaging content.

Trustee House Social Media Intern ●●●

The intern will help generate content to be used by the university president's social media accounts, primarily photos and videos for Twitter. May also help write suggested tweets for the president, as well as help in monitoring the presidents mentions and other engagement on Twitter and other social media platforms.

UPIC Marketing/Programming Intern ●●●

The Intern will: assist with planning and execution of UPIC Intern Orientation programs and UPIC Mentor programs; handle the monthly UPIC Newsletter, including intern and mentor spotlights; assist with office marketing materials, social media, and office presence to internal and external constituents; help maintain office records and provide general office support and assistance in collaboration with professional office staff to carry out UPIC program objectives.

ZipCar Marketing Intern ●●●

The intern will present the benefits of Zipcar use to current students and promote program membership at tabling sessions and other general informational sessions. The Zipcar Marketing Intern will be trained and work closely with regional Zipcar marketing staff to create and implement Clemson-specific ad campaigns. The intern would also be the primary contact for Zipcar tabling/marketing events across campus, as well as for social media engagement. The intern would be expected to have frequent contact with the Senior Associate Director, Parking Operations Manager, and Transit Operations Manager to plan updates/posts for students, faculty and staff with parking and transportation information. The intern will also be responsible coordinating the relocation of select Zipcars on home football game weekends from IPTAY reserved spaces.

Engineering, Computing, Applied Science

Bioengineering Positions:

Chemical & Biomolecular Engineering Laboratory Intern ●

The intern will assist in the fabrication, modification, maintenance and repair of electro-mechanical laboratory and safety equipment. They will assist in lab and personal computer servicing and repair, implementing lab and office furniture moves and rearrangement, including light cleaning and painting and performing routine functional tests and inspections on safety equipment throughout the department.

Chemical, Biomolecular Positions:

Chemical & Biomolecular Engineering Laboratory Intern ●

The intern will assist in the fabrication, modification, maintenance and repair of electro-mechanical laboratory and safety equipment. They will assist in lab and personal computer servicing and repair, implementing lab and office furniture moves and rearrangement, including light cleaning and painting and performing routine functional tests and inspections on safety equipment throughout the department.

Civil Engineering Positions:

Civil Engineering Data Management Intern ●●

The intern will work with a faculty data specialist to build and manage a data repository for a large-scale project acquiring a wide variety of data types. The intern should have experience working in programming languages, particularly Python and Matlab, which are expected to be used extensively in the project. An ideal candidate will also have experience with database design and management using SQL.

Civil Engineering Grand Challenges Intern ●●

The intern will collaborate with Clemson's Grand Challenge Scholars program and Clemson Engineers for Developing Countries. Responsibilities include: conducting literature reviews, collecting Engineering Grand Challenge student projects, assisting with measurement of global engineering skills using Engineering Grand Challenges Assessment tool, verifying the accuracy of data, writing reports, contributing to publications, attending group meetings, and presenting results.

Computing/Applied Sciences Positions:

College of Engineering/Computing/ Applied Science Research Program Intern ●●●

The intern will help create marketing plans and developing brochures, flyers, and other promotional materials for distribution to prospective Clemson students, current students, and others in our community. The intern may also create materials for experiential learning focused websites and promote experiential learning at Clemson through social media and on-campus activities.

College of Engineering/Computing/Applied Science Video Support Intern ●●●

The intern will be helping to schedule and record videos of faculty and students, developing content for videos, and editing videos.

General Engineering Positions:

Clemson Engineers for Developing Countries Intern ●●●

The intern must be familiar with the organization, able to work with administration, faculty, and community organizations to establish new partnerships, proficient in drafting professional documents and communication, and able to create and perform assessments on students and community partners. The scope of the effort will include helping to create strategic plans for CEDC's future, institutionalizing CEDC processes, seeking funding from internal and external partners, performing research on CEDC learning outcomes and projects, and other tasks required to facilitate CEDC's strategic growth. Candidates must be comfortable working with large groups of stakeholders.

Clemson Engineers for Developing Countries Maker Space Intern ●

The intern must have a proven track record of being a self-starter with good planning and analytical abilities, organizational skills, time management, following directions, working within a multidisciplinary environment, and supporting the program objectives. The scope of the effort includes but is not limited to: the assessment of facilities, the creation of drawings, receiving / inventory of equipment, creation of inventory management systems, creation of workstations, settling up laboratory environments, and other tasks as directed. Candidates must be comfortable working in an outdoor environment, performing physical labor, and getting dirty at times. Once the

maker-space has been established the candidates will assist in the day to day management of the space which will include cleaning, inventory control, equipment management, safety training, and project support as required.

Ethics Engineer Intern ● ●

The intern will provide support for the CUEthos social media platform, which is being introduced campus-wide. Duties include technical support, content design, feature testing, marketing and helping manage an associated creative inquiry class.

EMAGINE STEAM Outreach Intern ● ● ●

The intern will coordinate summer STEAM outreach activities for Clemson's EMAG!NE outreach network. This will include: organizing specific activities, volunteers, transportation, and budget; leading STEAM outreach activities for P-12 students at camps, festivals, and other venues; developing STEAM outreach activities for P-12 students and instructional materials; developing a database of STEAM outreach opportunities. This will involve contacting schools, camps, and other organizations to identify interest and need while maintaining outreach data and statistics and developing reports for EMAG!NE.

Engineering and Science Conference Manager Intern ● ● ●

The intern will work closely with the Conference Organizer to plan, promote, and deliver a two-day workshop to be held in Charleston over Spring Break. Assist with workshop planning details such: as hotel selection, catering arrangements, identification of local attractions and restaurants; recruitment and selection of participants; workshop coordination, evaluation, and reporting. The intern will serve as the primary point of contact for questions from participants, manage project budget and reimbursements for conference expenses, and interact with education leaders in a professional manner throughout the project.

Parking and Transportation Engineering Intern ●

The intern will: assist Clemson Parking and Transportation Services with data analysis of various services; update metrics that measure the effectiveness of our parking space designations, transit routes, social media, meter operations, and maintenance operation; assist in implementing and troubleshooting new technologies to improve the services at Parking and Transportation Services provides; organize a parking utilization study. The intern will gain valuable Microsoft Excel, AutoCAD, and ArcGIS experience.

PEER (Programs for Education Enrichment and Retention) Intern ● ● ●

The intern will be matched the with incoming freshman and transfer students in the College of Engineering and Science to assist in making the transfer from high school to college or from another learning institution to Clemson University. Our mentors will introduce the mentees and organize study hall sessions so that the mentee can learn various study habits, and time management and introduce the mentees to other mentees in the College of Engineering and Science so that their academic success here at Clemson will increase. The PEER/WISE mentors organize Social Events, Professional Development Workshops and Seminars, and Community Involvement Events where we go into neighboring communities to help those that may be less fortunate or to beautify the community. We also go to neighboring schools and do STEM activities with the students.

Women in Science & Engineering Intern ● ● ●

The intern will be matched the with incoming freshman and transfer students in the College of Engineering and Science to assist in making the transfer for high school to college or if they are a transfer the transition from one learning institution to Clemson University. Our mentors will organize study hall sessions so that the mentee can learn various study habits and improve time management as well as introduce the mentees to other mentees in

the College of Engineering and Science to improve academic success at Clemson. The PEER/WISE mentors organize Social Events, Professional Development Workshops and Seminars; as well as organize Community Involvement Events, where we go into neighboring communities to help those that may be less fortunate or to beautify the community.

Industrial Positions:

Industrial Engineering Simulation Developer/Research Intern ●●

The intern will get the chance to participate in various stages of research in cognitive ergonomics (the study of how people interact with computers and automation). The intern will mainly help with C++/C# programming needs, and in particular, developing software and linking it with hardware to be used for research studies. The hardware to be used are tactors, i.e. small pancake devices that generate vibrations similar to that of a cell phone. The developed software will need to be able to manipulate tactor vibration parameters (vibration amplitude and frequency). The internship will give the students the ability to interact and work one-on-one with a faculty member as they will be part of an integral part of the research process. Students may also have the opportunity to stay on to work and be paid during the summer and subsequent semesters.

Mechanical Positions:

Mechanical Engineering Shop Intern ●

The intern will be able to manage equipment and resources to meet common objectives, apply sound judgment to resolve a specific technical challenge, and develop and implement a specific policy to improve operations.

Mechanical Engineering Shop Manager Intern ●●●

The intern will manage the Mechanical Engineering Student Shop under the supervision of the Undergraduate Laboratory Coordinator. Applicants with supervisory experience in the Mechanical Engineering Student Shop are preferred. The intern will meet weekly with the Undergraduate Laboratory Director to develop and implement strategies to advance program objectives and receive direction for managing the daily operation of the machine shop to ensure a safe, clean, and educational environment for Clemson University students to complete their own machining projects. Activities will include: leading and training approximately ten student supervisors of the mechanical engineering machine shop to enforce all safety policies and procedures; identifying possible candidates for management positions; scheduling hours of operation; leading monthly meetings with student supervisors to assess and disseminate policies; communicating with the technical staff and teaching assistantships to meet program objectives and support laboratory course activities; providing insight on technical aspects of student machining activities; promoting activities and services of the shop and recommending improvements to policies, equipment, and the facility. Additional activities may be identified based on student qualifications and interests. Outstanding managers have been asked to continue working part-time in the Mechanical Engineering Student Shop after the completion of their rotation to advise the next team of students.

Mechanical Engineering Research Intern ●

The intern will be working on origami-inspired manufacturing of carbide parts. The scope of activities includes developing a printing platform to pattern paper with different metal solutions, studying the heat treatment of the patterned paper to derive carbides, and characterizing fold complexity that can be achieved with this platform.

Science

Biological Science Positions:

Bioinformatics Research Intern ● ●

The intern will develop bioinformatic approaches and pipelines to process single-molecule sequence data. Specific tasks include pattern matching and custom scripting for both pre and post processing of data. This work is critical in the development of next generation sequence analysis tools.

Environmental Biology Intern ● ● ●

The intern will work to continue sample processing and analysis of microplastic abundance on beaches of US National Parks. Upon completion of sample analysis, the intern will work with mentors on statistical analyses and the preparation of publications.

Genomics and Computational Biology Laboratory Intern ● ●

The intern will work on the continuation of a carbon sequestration project utilizing marsh grass to determine sulfur oxidizing capabilities and the genetic underpinnings.

Chemistry Positions:

Baruch Institute Research Interns ● ● ●

The intern will work closely with post-doctoral scholar and graduate students over the two months. Duties will include chemical analyses (such as greenhouse gas and water quality measurements in the laboratory), field work (such as water and soil sampling in swamp and forest), and computer data entry and analysis using MATLAB. Interns will house in the dorm at Baruch Institute in Georgetown SC.

Genetics/Biochemistry Positions:

Electron Microscopy Laboratory Intern ● ●

The intern will get hands-on experience and regular use of electron microscopes, sample preparation and development of analytical microscopy-based techniques, and the opportunity to frequently interact with industry and university lab users. They will get an introduction to and direct experience with electron microscopy-related technology, which is helpful for future careers in engineering and science. They will have the opportunity to develop analytical skills and improve collaborative skills.

Sorghum Genetics Research Intern ● ●

The intern will be assisting with phenotypic data collection in the field and other valuable laboratory experiments.

Tangible Genomics Research Intern ● ●

The intern will assist with analyzing and visualizing patterns within primate genomes (including humans). As part of this, we are developing associated human-computer interfaces that combine both multitouch and tangible

interaction (e.g., using graphically-mediated, semantically-loaded knobs and other interaction devices). Interest in genomics, computation, and human-computer interaction is required. The position will involve developing Python codes, likely using the Jupiter environment. Use of the Python-based Kivy and/or JavaScript may also be involved. Use of Palmetto and/or other HPC/supercomputing resources will likely be necessary related experience is a plus but not required. Some biology/genomics literacy is preferred but not strictly required Some level of graphical/visual skill is a plus, but not strictly required.

Physics Positions:

Medical Physics Research Intern ●●

The intern will model, build, and investigate devices for advanced radiation surgery as a member of the Medical Physics Group.

Technology

Coding Positions:

Web Coding and Design Assistant Intern ●

The intern will: produce analytic report documenting web site usage in MS Excel and Google Analytics; create python script to analyze web site statistics for GIS mapping and other reporting duties; manage a Wordpress Content Management system. Other duties include creating pages, custom code development and system administration.

IT Positions:

Broadcast Technical Assistant Intern ●●

The intern will help Tigervision members as well as Broadcast Communications students using the Tigervision studio with learning how to use equipment necessary for broadcasting as well as helping them in case of unexpected technical issues or failures. They will also coordinate usage of the lab with Communication Studies. The intern will be responsible for creating an equipment logging system and user manuals for equipment as well as providing training workshops for Communication Studies students utilizing the Tigervision lab.

CCPD Web Development/ IT Intern ●●

The intern will be an integral part of the design and development process for the website. We are looking for a Web Development Intern (for a part-time schedule for the spring semesters) with the necessary skills to assist our Information Technology team. The Intern will work closely with the Director of Information Technology and will collaborate with other team members. Required Skills: Strong knowledge of HTML, MySQL, PHP and Bootstrap CSS. Experience with Dreamweaver (and other Adobe products); high comfort level with using social media platforms (Facebook, YouTube, Twitter, Google+, LinkedIn, blogging, etc.); effective writing and editing capability; attention to detail; interest in new web and digital technologies. Qualifications: Majoring in Computer Science, Computer Information Systems, Management (Information Systems), or Communication Studies (Media and Mass Communication); excellent verbal and written communication skills.

Clemson Online Educational Media and Web Support Intern ●●

The intern will actively take part in website development, web app development including coding of widgets, features and plugins and online projects related to Clemson Online. Knowledge of jquery, HTML5 and multimedia development is preferred. Depending on the individual strengths/interests of interns, projects may include the following: assess communication materials (marketing, networking, teaching) of Clemson Online to identify informational gaps, usability shortcomings, and the potential opportunities for new media development, study and pitch ongoing improvements to the branding of Clemson Online to fit program growth and research endeavors, contribute to the planning and execution of Clemson Online marketing campaigns across multiple media (online, radio, video, audio, etc.), assess and engineer data analytics to strategize new methods of messaging to and communicating with Clemson Online audiences, contribute to the development of dynamic educational resources for Clemson Online and their faculty, write and edit copy for a variety of audiences and rhetorical situations (advertisements, scripts, reports, etc.), develop strong working knowledge of online learning platforms, production hardware, and Adobe Creative Cloud software, learn, maintain, and champion Clemson Online style guides for communication and design, conduct usability tests and analyze user interfaces, attend meetings, take minutes, and transcribe recordings as requested, and compile and update project status reports.

CLIF (Clemson Light Imaging Facility) Intern ●●

The Intern will coordinate an ongoing effort to improve and streamline administrative processes and inventory management in the Clemson Light Imaging Facility. He or she would be responsible for evaluating the current office and laboratory procedures and identify areas for improvement. The intern would work with CLIF Management to implement new standards for registering users, maintaining user time sheets and records, streamlining billing processes, and managing inventory and safety records. The student would select potential software programs to aid in these processes and would be responsible for beta testing the efficiency and economic feasibility of such software. The intern would also assist in training other staff members to use new procedures. As part of the internship experience, the student would participate in the annual light micrograph contest and symposium and learn how to conduct various types of light imaging, including fluorescence, confocal, multiphoton, dark field, phase contrast, DIC, and polarized light microscopy. In addition to hands on experience with advanced light imaging techniques, the intern would be exposed to a number of ongoing research projects within the Clemson community. Current research projects in the core range from advanced materials, entomology, campus wildlife studies, cancer cell biology, nanoparticle studies, parasitology, biofilm formation, plant sciences and environmental toxicology.

Student Affairs Publications Web Intern ●●●

The intern will assist with managing the online presence of SAP, CB&D and other IT solutions. SAP and CB&D provide numerous internship opportunities for Clemson University students in the areas of management, writing, marketing, graphic design and web development. Assist with the creation and management of Student Affairs and Campus Banner + Design websites along with assisting other IT solutions as needed. Specific Tasks: Building and maintaining pages and sites for Student Affairs using the University CMS. Building and maintaining pages for the Campus Banner & Design website. Administering in-house file server. Checking for consistency and broken content on managed sites. Managing and updating social media sites. Adding functionality to websites or web applications using scripting languages. Tracking Campus Banner + Design marketing effectiveness by using analytics software. Other tasks as assigned. Qualifications Sought are self-motivated and well organized. Ability to work with limited supervision. Experience with operating systems (Windows, OS X, Linux). Experience with HTML / CSS. Experience with JavaScript and JavaScript frameworks (jQuery, bootstrap or similar). Familiar with using Photoshop or other photo manipulation software. Familiar with using a scripting language (PHP, Python, Ruby or similar). Familiar with relational databases (MySQL or similar).

Tiger One Intern ●●

The intern will work on projects to include transitioning the point of sale system to a new owner, implementation of a new card access control system, enhancements to online photo submission system, and the role out of several other web-based systems for areas that we support. High levels of organization and initiative are a must. The successful applicant will assist with project plans, scheduling, development of requirements, testing and other leg work necessary to keep projects on target.

Watt Center IT Intern ●●

The intern will provide students with an opportunity to gain unique experience by working in the most technologically advanced digital media systems on Clemson's Campus. The WFIC is leading Clemson toward its 2020 goals of a top 20 University bringing students, faculty, technology and industry together to provide a dynamic environment where innovation and collaboration occur in the classroom. Interns will assist students, faculty and staff in learning and operating digital multimedia technologies and systems in the classrooms and throughout the building. Some of the technologies include: Mersive Solstice display sharing; BlueScape visual collaboration; Crestron's Fusion RoomView AV and technology management and control; Crestron's Energy Management (Fusion EM) controlling building environmental systems of HVAC, lighting, and energy usage; and Philips EnvisionSuite lighting control system. Interns will also be assigned projects to bring the building fully online over the course of the semester including networking, automation and monitoring of building systems and environments, server technologies including VMWare, Server operating systems, SQL Server 2014, and cyber security systems. Opportunities exist for programming custom solutions, as well as research and integration of new technologies into the building's collaborative spaces.

Web Design/Developer Positions:

CCPD Web Development/ IT Intern ●●

The intern will be an integral part of the design and development process for the website. We are looking for a Web Development Intern (for a part-time schedule for the spring semesters) with the necessary skills to assist our Information Technology team. The Intern will work closely with the Director of Information Technology and will collaborate with other team members. Required Skills: Strong knowledge of HTML, MySQL, PHP and Bootstrap CSS. Experience with Dreamweaver (and other Adobe products); high comfort level with using social media platforms (Facebook, YouTube, Twitter, Google+, LinkedIn, blogging, etc.); effective writing and editing capability; attention to detail; interest in new web and digital technologies. Qualifications: Majoring in Computer Science, Computer Information Systems, Management (Information Systems), or Communication Studies (Media and Mass Communication); excellent verbal and written communication skills.

College of Education Website Development Intern ●●

The intern will work in a collaborative team to develop a virtual professional development library on the website for the CU Reading Recovery and Early Literacy Training Center for SC. Duties will include producing analytic report documenting web site usage in MS Excel and Google Analytics, creating python script to analyze web site statistics for reporting duties, and managing a Wordpress Content Management system, including creating pages, custom code development and system administration.

Division Website Developer Intern ●●

The intern will work with CCIT in revising the Division of Undergraduate Studies website. This will include developing a consistent layout and revising content. It will also include working with CCIT to make sure the Division website has appropriate links and connections to other University and external websites and resources.

Sensor Technology Application Designer Intern ●●

The intern will work in a collaborative team environment to continue development of a Building Information Management (BIM) system for the Watt Family Innovation Center, using R and R-Shiny develop to tools and algorithms, enabling visualization and modeling energy usage. They will work with relational databases to support the BIM and manage a linux or Microsoft server for the BIM.

Simulation Developer/Student Researcher ●●

The intern will mainly help with C++/C# programming needs, and, developing software and linking it with hardware to be used for research studies. The hardware to be used are tactors, i.e. small pancake devices that generate vibrations similar to that of a cell phone. The developed software will need to be able to manipulate tactor vibration parameters (vibration amplitude and frequency). The internship will give the students the ability to interact and work one-on-one with a faculty member as he/she will be part of an integral part of the research process.

Software Developer Intern ●●

The intern will assist the IR team's proposal for the following steps that will enable a sensor to dashboard solution: exporting data stream from IR backend infrastructure, exporting data from USGS in real time, setting up Data Stream in Azure cloud for the IR and USGS data, setting up the machine learning algorithms and training the system, anomaly detection in IR and USGS data streams and comparing the models, and deploying Power BI to facilitate data visualization and system management.

Journalism/Writing

Journalism/Writing Positions:

Creative Services Writing Intern ●●●

The intern will be tasked with writing feature stories for the Clemson.edu website, editing website and printed material content, and other duties as assigned. The majority of their time will be spent coming up with stories for the Clemson website, interviewing professors/students/staff/others for those stories, and then writing them. Intern will work closely with Creative Services web writer/editor throughout their time to ensure they leave a stronger, more proficient, and comfortable writer. Additional opportunities for print project work may arise as needed by internal campus clients. The student should be comfortable or willing to learn how to conduct interviews, take notes, and return with the items needed to create a story. They should be able to come up with their own story ideas, writing opportunities, or project ideas as well as take provided story ideas and complete the project. The intern must be personable, able to take direction and editing, willing to ask questions, and in pursuit of experience as a journalistic or marketing writer.

Decipher Magazine Editor ●●●

The intern will receive title of Editor for the Creative Inquiry magazine, Decipher. We are seeking a highly motivated student with exceptional writing, editing, and management skills who can both organize a team of writers and collaborate within an interdisciplinary team to produce the Decipher magazine. The Editor will gain experience in project management and publishing similar to that in a professional publication setting and will develop a broad perspective of Clemson's student research activities in the context of a collaborative and

productive internship experience. The Editor will take responsibility for the writing of Decipher magazine, including assembling and supervising a team of students to interview CI project members and write articles and editing these articles for publication. The Editor will supervise the assistant Editor, so as to prepare them to take on the role of Editor in the following year. The Editor will closely collaborate with the Chief Graphic Designer and the student interns working with them (assistant graphic designer, photographer) to help collect and arrange appropriate photographs to be used with stories and advise in the development of the magazine layout.

Inside Clemson Intern ●●

The intern will research, write, edit, and arrange for photography for articles, as well as film, edit, and produce videos for Inside Clemson.

Journalist/ Assignment Writer Intern ●●●

The intern will write assigned stories on student and faculty scholarly and research accomplishments for state and campus-wide dissemination for a variety of PSA/CAFLS programs and clients. This includes: taking news and headshot photos to accompany assigned stories; posting news stories and photos in Wordpress content management system; assisting the communications team in covering array of PSA/CAFLS events and stories. Skills required: strong written and verbal communications skills; ability to identify news angles with assistance from PSA/CAFLS writers; strong research ability; must be deadline oriented with the ability to see assignments through to completion; ability to make basic edits to photos (crop, reduce size, etc.); confidence to interview professors and students; ability to produce professional written correspondence (most requests come through email and require timely, thorough, and professional responses).

Multimedia Journalist Intern ●●

The intern must be able to shoot, write, edit, report, anchor, and produce news stories and newscasts. The intern will assist in carrying out duties for a multimedia journalism summer camp.

Trustee House Writer Intern ●●●

The intern will research and write news releases about university events, activities, and people.

UPIC Magazine Writer ●●●

The intern will serve a dual role for the UPIC Magazine project and other assigned Campus Banner + Design projects. The UPIC Magazine is produced in both print and online formats and features UPIC interns from around campus. Campus Banner & Design serves the communications needs of clients both on- and off-campus with creativity, skill and efficiency. The business provides design, printing and mounting services for a variety of communications solutions. The writing/editing intern will assist with ensuring consistency across the board for the UPIC Magazine and other Campus Banner & Design projects through writing and editing various creative materials.

Fitness and Health/Wellness:

Fitness Positions:

Club Sports Intern ●●●

The intern is responsible for maintaining safe playing conditions for club activity. This includes being on-site and prepared to handle any circumstance that may arise including injury, illness, and unsafe playing conditions. The

● Engagement ● Innovation ● Professionalism

intern should act as a liaison for Campus Recreation to visiting teams and represent Clemson University in a professional manner. They must also ensure all appropriate procedures are followed at each event. The manager will provide administration and marketing support to the clubs as well. Time will be split between working in the Club Sports Office and working out at Club Sport Practices and Home Events. Assigned Projects: Club Sports Performance of the Week, Club Sports All-ACC Academic Team, Home Events Marketing (giving out t-shirts, providing information about Club Sports, etc.), Growing the database of Clubs Sports photos and videos.

Fike Facility Operation Intern ●●

The intern will work closely with the Operations Coordinator to manage various facility management projects utilizing communication, collaboration, and analytical skills. Projects may vary depending on the intern's strengths and interest. This internship will include strategic planning, implementing change, creating of supporting materials, and training student staff.

Fit Desk Research Intern ●

The intern will work with the Fit Desk Initiative on campus doing data collection, organization, and analysis.

Fitness Programs Intern ●●●

The intern will: collect incoming new clients and assign them to dedicated Personal Trainers; communicate with Personal Trainers about their availability and schedules; keep accurate records and files for all personal training clients; organize and conduct monthly meetings with personal trainers (which include continuing education topics and addressing issues amongst staff); schedule Fitness Assessments when requested by patrons; conduct Fitness Assessments; keep accurate records and files for all Fitness Assessment clients; ensure Fitness Assessments reflect best industry practices. The intern will also manage the Clemson Fitness social media: manage the Clemson Fitness Facebook, Twitter, and Instagram accounts; work directly with Clemson Campus Recreation Marketing to build social media presence; develop an intentional strategic plan with weekly hashtags and posts that encompass all areas of Clemson Fitness & Wellness; work with Personal Trainers to produce a weekly "Tiger Training" video. They will also work with Small Group Training: develop new ideas for Small Group Training programs; meet with and recruit instructors; logistical preparation for all classes (which includes working with scheduling and reservations, communication with other areas of Campus Recreation, and ensuring classes go as planned).

Smart Fit Girls Head Coach ●●

The intern facilitates weekly meetings with Smart Fit Girls Coaches and implements weekly workouts and wellness activities with middle school-aged girls across upstate South Carolina.

Health/Wellness Positions:

ASPIRE to be Well Intern ●●●

The intern will conduct research on alcohol and other drug abuse prevention, interpersonal violence prevention, and related wellness needs of college students. This individual will help prepare materials for Aspire student facilitator training and participate in all Healthy Campus planning activities for spring, summer, and fall. The intern will be part of developing training materials from start to finish. During the spring semester, the intern will regularly communicate with approximately 25 Aspire student facilitators and will provide Aspire facilitators with information and resources through weekly newsletters and regular website updates. The intern may also help prepare survey tools and data collection instruments to help evaluate various Healthy Campus programs. They will also partner with staff to utilize website, email, and social media to disseminate information. The intern's responsibilities will also include preparing content for the Developing Peer Delivered Initiatives to Foster the

Promotion of a Healthy Campus Creative Inquiry Team. This may include participating in the selection of articles and other course reading materials and the selection and scheduling of guest speakers for the CI class.

Clemson Department of Public Health GHS Collaboration Research Intern ●●●

The intern will assist with a research-based collaboration between Clemson University and Greenville Health System. The student will be responsible for working on various research projects and collaborative efforts to support the CU School of Health Research. Another vital responsibility is to facilitate connections between GHS and Clemson University faculty, including working with manuscript and funding proposal development and IRB. The work of the intern will further the CU / GHS partnership, thereby promoting productive research and scholarship in health services. The CUSHR has goals to improve the health services workforce, advance patient centered care, and compare effectiveness of health interventions and inform policy. The intern will have excellent opportunities to learn about health services and research, manuscript and proposal writing, and relationships between healthcare organizations and academic institutions. Working with CUSHR will give the student experience and insight into the healthcare system. Competitive candidates should have exceptional written and oral communication skills. This position will require the student to balance a large number of projects at once, so organization is crucial. Selected student will have initiative and the ability to work independently and have excellent interpersonal skills to work with diverse faculty and clinical staff.

Healthy Campus Alcohol and Drug Initiatives Intern ●●●

The intern will assist with: the Clemson Community Coalition meetings and initiatives, planning and implementation of the Law Enforcement Summit, promoting the Be Safe section of the My.Clemson app, and promoting alcohol and other drug safety messages and initiatives. In addition, this understanding and responsibility to a greater community will assist the intern in developing leadership skills beyond graduation. Focusing on the healthy behaviors of students, off-campus initiatives highlight the student population as members of a community, not just a campus. Due to the fact that students, off-campus are a diverse population by grade, cultures, gender, and interests, etc., this internship has the potential for a rich experience in inclusion and understanding of people in general. And finally, a healthy campus with an alcohol focus is one of the University's and the Student Affairs focus areas. Core data continues to reflect that off-campus negative behaviors related to alcohol are higher than for students living on-campus.

Healthy Campus Health Promotion Intern ●●●

The intern will assist with programs and services particularly focusing on tobacco, sexual health, nutrition, stress management, alcohol and other drugs, and other health-related issues as requested. This can include, but is not limited to assisting in research and providing website/social media content. The intern will also help develop a social marketing campaign to help reach the goals of Healthy Campus. In addition, the intern can expect to be an integral part of the Healthy Campus staff by attending staff and various meetings. Responsibilities include: work collaboratively to create new content for both in-person and online means of communication; assist in writing and publishing articles for campus and online publications (i.e. Student Health 101, The Toilet Paper, etc.); assist in the overhaul of Student Health Services social media and website presence; assist in the implementation of social marketing campaigns around the topics of health promotion and bystander intervention; provide support for all Healthy Campus initiatives through online communication and personal attendance; represent Healthy Campus at various tabling and orientation events; assist with presentation requests regarding general health promotion topics.

Healthy Campus Sustainability Intern: Education and Outreach ●●●

The intern will gain knowledge about sustainability and how it pertains to students' lives, Clemson, and the community. The intern's main responsibilities will be to create, market, and help put on the Sustainability Caf,

maintain the sustainability website, market Healthy Campus initiatives like LEAF and work closely with the Presidents Commission on Sustainability. The intern will have creative freedom for planning, advertising, and implementing these programs and events and will seek to increase awareness of sustainability efforts on campus as well as help students become more involved with sustainability initiatives. The purpose of these initiatives will help Clemson become more sustainable and reach the goals laid out by the President's Commission and other sustainability organizations on campus. The student intern will communicate with professional staff and students to complete the marketing campaigns, events, and reports. Part of the development process will be working with partner organizations to reach more students and combine efforts in an effective manner. The intern will seek out sustainability campus partners, rethink marketing and reaching more students, as well as helping maintain an open dialogue about sustainability on campus.

OCES Intern ● ● ●

The intern will work with case creation, sanction, and follow-up, as well as special projects. One intern will work primarily with Residential Living cases while the other intern will work primarily with Tiger Steps.

Wellness Initiatives Intern ● ●

The intern will be involved in all phases of programming and administration of fitness and wellness services. Responsibilities include: assist in the development and implementation of fitness classes, strength training protocols, fitness assessments, and wellness programs. This position will focus mainly on assisting with the Wellness program and Wellness LLC classes. Other responsibilities may include scheduling, composing meeting agendas, communication with different departments to make events a reality, etc. They will also attend staff meetings and perform other assigned tasks.

Wellness Living Learning Intern ● ●

The intern will be involved in all phases of programming and administration of fitness and wellness services. Responsibilities include: assist in the development and implementation of fitness classes, strength training protocols, fitness assessments, and wellness programs. This position will focus mainly on assisting with the Wellness program and Wellness LLC classes. Other responsibilities may include scheduling, composing meeting agendas, communication with different departments to make events a reality, etc. They will also attend staff meetings and perform other assigned tasks.

Wellness Outreach Intern ● ●

The intern will be involved in all phases of programming and administration of fitness and wellness services. Responsibilities include: assist in the development and implementation of fitness classes, strength training protocols, fitness assessments, and wellness programs. This position will focus mainly on assisting with the Wellness program and Wellness LLC classes. Other responsibilities may include scheduling, composing meeting agendas, communication with different departments to make events a reality, etc. They will also attend staff meetings and perform other assigned tasks.

Event Planning

Event Planning Positions:

Camp Counselor/Program Assistant Intern ● ● ●

● Engagement

● Innovation

● Professionalism

The intern will be planning for Camp Sunshine, a weekend program for children and adults with severe/profound disabilities. This program occurs three weekends over the fall semester. The intern will assist in planning and leading programs, special events, and activities with dissemination of application materials, participant and parent communications and site preparations prior to scheduled programs.

Campus Activities and Events Special Event Operations Intern ●●●

The intern will train to become proficient in sound, stage, lighting production, and guest services, ensuring that events that require Specialty Events staff are properly staffed. They will recruit, train, and supervise student Specialty Events staff, assist in preparation of training manuals and provide hands-on training to student Specialty Events staff, and set up event equipment: tables, chairs, barricades, and anything else that may be needed for the event. They will maintain records and files for each event, as well as assist with the recruitment (or soliciting) of new clients and logistics of major events being hosted by Campus Activities and Events and/or clients of Campus Activities and Events. They will maintain inventory and organization of Specialty events equipment, attend necessary meetings and work with clients to ensure their event is a success, monitor events to help the guest have a wonderful experience, ensure safety in venues and events at all times, and attend Campus Activities and Events “major event logistics” meetings weekly.

Campus Activities and Events Venue Operations Intern ●●●

The intern will: supervise the venue operations managers and AV and Conversion tech staff; ensure that events in the Hendrix Student Center, the Edgar Brown University Union, Tillman Auditorium, the outdoor venues, and mobile event services are properly staffed; assist in preparation of training manuals and provide hands-on training to venue operations and event staff; manage and assist venue and event staff to ensure proper procedures are followed; work with A/V equipment including sound systems, lighting, projectors, etc.; set up event equipment (tables, chairs, barricades, and anything else that may be needed for the event); assist with everyday maintenance in venues by installing new products, performing quality checks, securing the facilities, cleaning, monitoring and managing inventory of equipment, etc.; assist with other event and daily venue related tasks as needed; work with clients to ensure their event is a success; monitor events to help the guest have a wonderful experience; ensure safety in venues and events at all times.

Campus Recreation Special Events Intern ●●●

The intern will be involved in all aspects of assisting with the programming and administration of several major special events, which will include but are not limited to, the following: South Carolina Women in Higher Education Leaders Forum for women in higher ed. across the state. Also, the Annual Bring Your Daughter to Clemson event as it relates to the programs offered at Fike Rec. Center for the participants. In addition, the annual HR Employee Benefits Fair that will be hosted at Fike Rec. Center. All events are assisting Susan Pope who serves in leadership positions with each organization/agency: (for SCWHE- work directly with the Bd.in planning and utilizing campus depts as resources for the program- ex.- MCC with resume and interview process, Fike for physical activity such as yoga, zumba classes, etc., BYD to CU event- work with the Women's Alumni Council in planning and coordinating and for the HR event in the fall, represent the Dept. of Campus Rec. as well as serve as the host for all participants and their booth needs, tours, etc.

Cooperate Relations and Event Planning Intern ●●●

The intern will develop and strengthen communication, organization, time management, and marketing through planning, coordination, and completion of various events. The interns will strengthen his/her personal brand and show strong ethical values and integrity in every action, gain work experience relevant to different career paths in marketing and event planning, and establish network of professional business, alumni, and university contacts.

CU Life Science Science Education Camp Planning Intern ●●●

The intern will help design activities and lesson plans for our summer science camps. They will work with a mentor and another instructor to test the activities, plan the lessons, and get the necessary supplies.

Event Specialist for Campus Activities and Events Intern ●●

The intern will work under the direction of professional staff to schedule customer meetings, enter event set-up notes into the scheduling software, produce event maps, and secure required forms for each assigned event. The intern's responsibilities include: serve as the coordinator for all basic non-affiliated customer reservations, including contract executions and obtaining liability insurance from customer; contact certain customers to determine if an event planner is needed; assist front desk with questions when supervisory managers are not available; maintain accurate and orderly files and records following all systems and protocols; assist with preparing cost quotes and invoices; research, cost compare, and make purchase recommendations; attend selected customer meetings and regular event staff meetings; help to develop system efficiency.

Reservations Specialist for Campus Activities and Events Intern ●●●

The intern will work under the direction of full-time staff to verify all reservation request forms for accuracy, thoroughness, and appropriateness of request and then enter information into the EMS system. Responsibilities include: preparing cost quotes and confirmations for customers; contacting clients with any questions or concerns regarding the reservation to ensure that the client's needs are met; maintaining an open and detailed line of communication with the technical and professional staff in order to keep them informed of special set up needs and/or changes; ensuring that front desk staff are following procedures and are adequately trained in all Campus Activities and Events Hub duties, including reservations, posting policies, information and ticketing; organizing meetings and informing students of changes to policies or procedures; assisting the front desk with customer service issues and working as front desk staff when needed; maintaining accurate and orderly files and records following all systems and protocols; helping to develop system efficiencies and provide feedback for training; being thoroughly cross-trained in ticketing and reservations specialist duties.

Student Event Coordinator for Campus Activities and Events ●●

The intern will work under the direction of full-time staff to schedule customer meetings, enter event set-up notes into the scheduling software, produce event maps, and secure required forms for each assigned event. The intern will: maintain accurate and orderly files and records following all systems and protocols; assist with preparing cost quotes and invoices; research, cost compare and make purchase recommendations; attend selected customer meetings and regular event staff meetings; take minutes as needed and prepare them for distribution; help to develop system efficiencies; research and present best practices of internal event planning and management processes utilized by other organizations including college unions, conference centers, hotels, etc.; work with Campus Activities and Events team to develop and implement internal expectations, time lines and checklists to be utilized by our students and staff to coordinate all event planning practices.

Stewardship

Stewardship Positions:

Admissions Representative Intern ●●●

● Engagement

● Innovation

● Professionalism

The intern will travel, primarily in South Carolina, Georgia, and North Carolina, or other large city areas in the Southeast, to speak with prospective students and parents at College Fair (trade show) programs—Overnight and some limited weekend travel will be necessary. They will participate in a wide variety of admissions marketing activities aimed at achieving institutional enrollment goals; (i.e., publications development, targeted electronic or printed communication campaigns, phone-a-thons and tour speeches); attend a professional admissions conference for training and networking; assist in maintaining a high school guidance counselor contact database; attend planning sessions and meetings with admissions staff, faculty and student groups; respond to telephone inquiries, walk-in visitors and emails regarding aspects of admissions and financial aid; prepare and maintain financial aid verification files; carry out other miscellaneous office duties as needed.

Central Stewardship Team Intern ●●●

The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of stewardship, engagement and event planning. They will develop an understanding of Clemson's current stewardship program and gain a wide range of experiences related to all aspects of the stewardship program such as gift acknowledgment, engagement events, donor recognition, etc. This experience will include working alongside the College/Unit Development Team Stewardship Coordinators, Clemson University Advancement Team, Clemson University Foundation Team, Clemson University Financial Aid Team and various members of the Clemson University Faculty. The intern will learn best practices in gift acknowledgment, stewardship reporting and donor communication while gaining significant experience in our fundraising database, Raiser's Edge and our stewardship database, the Circle of Gratitude. They will assist the Central Stewardship Team's donor communications efforts by pulling weekly gift reports, creating donor gift acknowledgements, and pulling specific data lists for various stewardship projects, as well as assist the Central Stewardship Team's engagement efforts by helping plan and execute various stewardship engagement events and opportunities throughout the year, including the Week of Gratitude and assisting the University Development Team Stewardship Coordinators with their respective donor appreciation events. They will assist the Central Stewardship Team with various stewardship impact and compliance projects such as donor scholarship notifications letters, compiling endowment statements and scholarship recipient thank you note initiatives and create and compile meeting materials and help facilitate meetings at various levels. They will assist in our efforts to build better relationships with our partners in the Academy by attending meetings with partners across campus, help facilitate Circle of Gratitude website trainings and general communication with those partners, and assist the Central Stewardship Teams with mailings for upcoming events, stewardship cards, birthday greetings, and other significant mailings where donor contact is critical.

Donor Relations Program Intern ●●●

The intern will work directly with the Associate Director of Donor Relations for the College of Engineering, Computing and Applied Sciences (CECAS) to ensure that all donors are stewarded in a timely and appropriate fashion by assisting in stewardship and engagement correspondence, communication and interaction. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained experience in various aspects of stewarding major gifts/donors in a university setting. Job Functions include: alumni engagement (send congratulations cards and/or gifts to CECAS alums experiencing personal or professional achievements, send condolence cards to CECAS alums or their spouses for deaths in the family, etc); stewardship (write thank you notes to donors, make thank you calls to donors, utilize Raiser's Edge donor database to run weekly and periodic report, create thank you videos, create stewardship impact reports, and help connect students to their scholarship donors in on-campus meetings); events (assist in planning, collecting RSVPs, creating nametags, and working the registration table for donor relations events).

Office of Engagement Intern ●●●

The intern will gain insight on how to engage donors to increase fundraising efforts and experience in our fundraising database, Raisers Edge. The intern will: learn to research prospective donors and gifts; run daily, weekly and monthly reports which will benefit the leadership team of the college; assist the director of engagement by preparing thank you cards to donors; prepare various forms of acknowledgements to our alum that are highlighted in the news; plan and help execute a donor appreciation event in the spring and two thankathons (fall and spring); work closely with the College's key volunteer leadership through boards by assisting with meeting logistics and board preparation; assist in creating and compiling the materials and helping to facilitate the meetings; work closely with the Assistant Director of Advancement Operations to plan, coordinate and execute the colleges many events. These events include Fall Family weekend, Homecoming Tailgate, Faculty reception, Beta Gamma Sigma banquet, and Honors and Awards reception. This experience will include working alongside the University's Foundation, the Donor Services Team, the Alumni Association, Aramark, CBBS Development Officers, and college faculty and staff. As a member of this team, the student will interact with donors along with faculty.

Stewardship/Fundraising Program Intern ●●●

The intern will work directly with the Stewardship Coordinator supporting the College of Agriculture, Forestry and Life Sciences and Public Service and Agriculture to ensure that all donors are stewarded in a timely and appropriate fashion by assisting in stewardship correspondence, communication and interaction. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained experience in various aspects of stewarding major gifts/donors in a university setting. Responsibilities include: coordinate and write acknowledgement letters for College Deans; make thank you calls to donors; assist in the creation of thank you videos and impact reports; participate in carrying out impact actions for major donors to CAFLS and PSA; assist in planning and execution of major College stewardship and engagement events throughout the year, as well as other events as assigned. Event planning includes but is not limited to: creating and updating event schedules/itineraries, coordinating menu orders, creating invitation lists, invitations and save the dates, etc. The intern will also: assist in reviewing all CAFLS and PSA endowments to ensure compliance with University regulations and donor intentions; research fund information; provide updates to appropriate parties and prepare for meetings with Stewardship Coordinator; utilize the Raiser's Edge donor database to run weekly gift reports for the College Deans and development team; assist in preparing and mailing donor scholarship notifications; assist Stewardship Coordinator with special projects as assigned.

University Development Team Intern ●●●

The intern will work directly with a Sr. Director of Development and the Development Coordinator for the UDT. This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of fundraising. Gain insight about how the Leadership Team of the Development Enterprise operates and the job responsibilities of a Sr. Director of Development, Director of Development, Development Coordinator, and Administrative Coordinator. Develop an understanding of Clemson's current fundraising efforts, and gain a wide range of experiences related to all aspects of the development process from discovery to cultivation to solicitation to stewardship. This experience will include working alongside the Prospect Research Team, the Donor Services Team, the Alumni Association and individual Development Officers for each College/unit. The intern will learn best practices in prospect management and prospect research while gaining significant experience in our fundraising database, Raisers Edge. The intern will attend the Association of Fundraising Professionals (AFP) monthly meetings where they will have the opportunity to network, meet, and learn from other non-profit fundraising professionals in the upstate. The intern will assist the University Development Teams prospect management efforts by pulling weekly performance reports, generating data on our monthly progress toward capital campaign goals, and pulling specific potential prospect lists for development officers. The intern will attend a donor visit once per month with one of the development officers to get the full experience of how the research and planning translates into actively raising money for Clemson.

Academics/Programming (for Clemson)

Programming Positions:

Academic Success Intern ● ● ●

The intern will assist the Advising, Coaching, and Counseling area of the Academic Success Center. Under the direction of the Assistant Director and Coordinator of this area, the intern will assist with program logistics (i.e. coaching forms, packets for students, etc.), marketing and outreach (i.e. helping with social media, promotion, and working events), Student Success Week, Orientation prep, and assisting the AD/Coordinator as needed.

Bridge Program Student Success Intern ● ●

The intern will develop and deliver programs and services geared to support the academic needs of Bridge students. Some of these programs and services will include 1-1 peer academic coaching and delivery of academic and student success workshops on various topics including time management, study skills, and goal setting. The intern will also assist with large-scale Bridge programs such as MAJOR night. MAJOR night brings Clemson academic advisors and staff together to provide Bridge students with the opportunity to connect with Clemson advisors and staff for assistance with academic and advising related questions. The intern will also have the opportunity to attend, assist, and present at monthly all-Bridge student meetings.

Career Development Intern ● ● ●

The intern will be responsible for assisting fellow students during drop-in hours with the following: resume and cover letter critiques of undergraduate students (with appropriate training); signing up for and using ClemsonJobLink, CareerShift, and GoingGlobal, logging-in and completing career assessments such as the Strong Interest Inventory and the MBTI; overview of the career center website, available resources, and the career guide; job Interviewing skills and tips. They will also complete allotted career resource desk assistant hours and assist with the following: Signing in and scheduling students for drop-ins and appointments using AppointmentPlus; checking in students utilizing our career management system, C3M; directing students as needed throughout the Center for Career and Professional Development; updating resources and handouts in the Career Resource Center; assisting our Career Resource Counselor as needed; creating, assisting, and completing projects as assigned; utilizing educational background; assisting with design, promotion, and marketing for various events, programs, and initiatives (including, but not limited to, Resume Blitz, workshops, and Career Fairs). They will also hand out flyers to increase outreach hours leading up to events, conduct quick 5-minute mini presentations with classes or student groups about upcoming events, support the career development team with various projects, programs, and initiatives, direct students and employers at the fairs, assist with check-in and nametag tables at fairs, and aid in the set-up and take-down for the fairs and various events. They will serve as an ambassador/connection for college or specific majors. Each position would be responsible for outreach hours or presentations specific to a college and serve as a student point of view for their fellow student by providing an added element of approachability that full-time staff and graduate assistants may not be able to provide. They must attend Career Development Staff Meetings when applicable to serve as a voice for students, engage in personal and professional development by attending applicable career center and university training opportunities, and assist with the training and mentoring of new Career Ambassadors.

Faculty Senate Intern ● ●

The intern and site supervisor will co-determine the area of assignment (Program Coordinator, Organizational Governance, Communications & Marketing or Event Management) based on student interest and strengths. There

is the potential for a successful intern to rotate through several areas of assignment across several semesters. The student will be able to recognize the above constituents and describe their purpose and related governing documents. Meetings are an integral part of organizational governance and require detailed coordination of many people and documents.

FIRST Program Intern ●●●

The intern will: work on programming, advertising, and implementing FIRST events; the intern will interact with program staff and student mentors, gaining experience in team-building and relationship-building as a way to support and retain students at Clemson; assist the graduate assistant with projects and their oversight of the FIRST student organization; gain experience in managing a program, from recruitment to planning and implementation. Experience will be gained in budgeting and processing of invoices. This internship works closely with the program graduate assistant, who provides leadership to the undergraduate staff. The FIRST working environment provides opportunities for student leadership, collaboration, creativity and initiative. This position will interact with a diverse group of students and staff and provide the student an environment where they will learn the special needs of first-generation students and what strategies can assist first-generation student success. The skills learned in this position will bring a real-world application to a student in any major by providing skills that are applicable in any profession. The student will receive personal feedback on performance with the goal of improving professionalism in the work environment. They will assist: assist the director with recruitment of first-generation students through the use of letters, email and social media; with advertising events for first-generation students in multiple mediums; in planning and implementing activities for team-building and relationship-building for a new cohort of FIRST students; in tracking the effectiveness of the FIRST program; in conducting and interpreting a program evaluation. They will also provide new ideas and creative ways to manage the program.

Global Engagement Exchange Program Intern ●●●

The intern will gain professional experience within the Office of Global Engagement and supporting units (International Services, Global Partnerships and Clemson Abroad). The combination of the job responsibilities will help the Student Intern gain a greater understanding of the field of international education; see work experience from a global context; and will encourage students to engage in global leadership and cross-cultural awareness. By working with a diverse range of constituents, the Student Intern will be exposed to many opportunities that will allow them to increase their communication and leadership skills. Specifically, the student will communicate and coordinate with on- and off-campus partners to support international initiatives. In addition to the programmatic components of this job, the Student Intern will refine their organization and planning skills. The intern will advise Clemson students on exchange program options, assist with incoming international Exchange student application processing, pre-arrival communications, orientation and welcome activities, and cultural excursions, coordinate and/or participate in outreach activities to promote exchange programs, create publications to illustrate and promote exchange programs as well as activities of the OGE and supporting units, collaborate with the CEC – Cultural Exchange Community on programming activities, manage communication networks with faculty, departments, and international partner institutions, assist with the processing of agreements for current and potential international partners, organize data, files and information in an easily-navigated and sustainable way.

Honors Ambassador Student Coordinator Intern ●●●

The intern will: coordinate in a timely manner with the prospective students and families to confirm meeting dates and times as well as coordinating with the current honors ambassadors and staff; facilitate the Ambassador training including securing dates, reserving venues, and developing content; organize the group interview ambassador selection process; assist with the selection and application review process for newly recruited Ambassador; create and enforce Ambassador expectations and address issues that arise; design promotional materials for recruiting initiative; organize Ambassador Networking Night where staff/faculty/ambassadors can connect; supervise the Student Leadership Ambassador Committee to delegate responsibilities; assist with large

and small-scale recruiting events; provide superb customer service to families and students interested in Clemson and the Calhoun Honors College; demonstrate the ability to communicate with a diverse audience interested in Clemson University and Honors.

International Student Enrichment Intern ●●●

The intern will assist with international programming initiatives to include preparation and management of: communications and logistics for the Business in Paris program; student inquiries about program informational sessions for program; collection and review of student visa materials; on-site orientation materials; on-site student inquiries and concerns; communications with host institution and host partner; Rosetta Stone language learning student accounts; general study abroad inquiries. The candidate must have studied abroad, preferably in the Business in Paris program.

Interpersonal Violence Prevention Intern ●●●

The intern will gain knowledge about interpersonal violence prevention and how it pertains to students lives, Clemson, and the community. The intern's main role will be to create, market, and execute interpersonal violence prevention programs. This will include, but is not limited to, domestic violence awareness month, stalking awareness month, and sexual assault awareness month. The purpose of these initiatives will help educate the Clemson community and reach goals in the violence prevention strategic plan. The student intern will communicate and collaborate with professional staff and students to complete the marketing campaigns, events, and reports. Part of the developmental process will be working with partner organizations to reach more students and combine efforts in an effective manner.

National Drop Out Program Intern ●●●

The intern will work under the direction of the Assistant Director for Programs and Outreach to assist with conference and event planning, management, and marketing. The intern will work under the direction of the Assistant Director for Research, Evaluation, and Public Relations to help in research and editorial work related to services provided by the National Dropout Prevention Center/Network, including all stages of the publication of books, journals, newsletters, and a broad range of publicity materials on dropout prevention issues. The intern will work under the direction of both Assistant Directors to help in the development of proposals, communications, and special projects.

National Scholars Program Intern ●●

The intern will work primarily to develop and populate our alumni and parent databases. In addition, the Intern will work with the NSP Director and several key alumni to develop alumni programming initiatives. The intern will perform other duties as assigned, including but not limited to website updates, enhancing our social media presence, preparing marketing materials, communicating with scholars, alumni, and parents, and assisting the Director with daily program functions. Strong communication skills required. Technical skills related to database management, web design, and social media preferred.

New Student/Family Programs Success Coordinator Intern ●●

The intern will be under the direct supervision of the Associate Director of New Student and Family Programs (NSFP) will function to assist the academic engagement of program participants, collaboration with academic focused student organizations and be a support for CONNECTIONS mentors and participants. The intern will organize monthly connect-to-success schedule of events from Clemson Departments, assist in organizing monthly training activities for mentors to support students enrolled in the CONNECTIONS section of CU1200, facilitate a workshop for new program participants on success resources. Assist with development of programming to engage program participants with faculty and staff. Assist in analyzing participant feedback forms.

Orientation Ambassador/Team Coordinator Intern ●●●

The intern will assist the advising and sustainment of the Orientation Ambassador student organization. The Ambassador Team Coordinator, under direct supervision of the Associate Director of New Student and Families Programs (NSFP), may function to assist the administrative functions of the Orientation Ambassador student organization, alumni relations, act as a historian, and be a supporting advisor/mentor/manager for all Orientation Ambassador programs. These programs include the Orientation Team Leaders, Orientation Ambassadors, Family Weekend and Spring Family Reunion, and other programmatic pieces of New Student and Family Programs. Responsibilities include: serve as the official Clemson Orientation Ambassador organization student representative; maintain, organize, and advocate for the Orientation Ambassador student organization and its alumni network; assists in advising Orientation Team Leaders on committees, leadership styles, and team development goals; assist with the production and maintenance of Orientation Ambassadors website, blogging, and social media campaigns of NSFP and Clemson University (marketing, publications, advertising, video, blogs, etc.).

OSHER Life Learning Institute Volunteer Support Intern ●●●

The intern will assist staff in the management and implementation of the OLLI volunteer program; this includes such activities as recruitment, orientation, scheduling and recognition of these valuable individuals. Although an Institute within CU, OLLI is organized on a non-profit administration model, and this position offers experience working with volunteers of many ages and backgrounds, as well as community partner organizations of many sizes. These individuals assist us in better engaging our existing corps of nearly 200 volunteers while recruiting new volunteers into open positions. In short, this position helps us care for one of our most valuable OLLI at CU resources! Projects include: managing and upgrading database of volunteer contact information; organizing volunteer recognition activities as needed; coordinating recruitment activities; coordinating volunteer orientation sessions and placing volunteers into open positions; creating and distributing volunteer communications; scheduling and coordinating administrative volunteer group; supporting the work of volunteer committees as appropriate; assisting with special events, projects, and presentations as appropriate. Candidates should have good communication skills and be comfortable working in a quickly-changing and diverse environment.

Residential Learning Student Intern ●●●

The intern will: work to support the Residential Experience Model that is implemented for on-campus residents to promote student learning and success; market and increase visibility of REM amongst residential students; serve as a student representative and resource for community plans; research ways in which residents can develop ownership of learning; facilitate new academic and campus partnerships for on-campus students; connect with faculty and academic LLC partnerships in University Housing & Dining.

Student Athlete Development Intern ●●

The intern will assist in the development of community service events, leadership programs, and career programs.

Tigers ADVANCE Intern ●●●

The intern will assist the associate director in keeping track of all project Tigers ADVANCE initiatives and activities. Duties include: assisting the associate director; setting up meetings with all involved parties, taking notes and ensuring effective communication between team members to achieve timely progress in all project initiatives; assisting the associate director in coordination with the project director; keeping in communication with advisory board members as needed and making necessary travel arrangements for their annual visits to Clemson; helping coordinate the annual site visits by the NSF ADVANCE program managers; working with the associate director and assisting her in data collection as needed; helping prepare annual reports to NSF; helping the associate director

update the website as progress is made; helping the associate director in managing the project's social media presence through Twitter, Facebook, etc.

Transfer Program Success Intern ●●

The intern will: gain teaching, mentoring, advising, human services and/or program planning skills; learn research-based strategies for helping students to succeed academically. Enhance communication, planning, organizational, and project management skills; develop the ability to plan and execute a professional presentation or programs.

Photography and Videography

Photography Positions:

Housing and Dining Social and Digital Media Intern ●●●

The intern will: update the departments social media accounts, including but not limited to Facebook, Twitter, etc.; respond to posts or comments on social media; post updates, news, announcements, etc. in a timely manner; take pictures and videos as directed by the department; upload content to social media accounts and archives materials; regularly study and report on social and digital media best practices; complete other projects as assigned.

Student Affairs Publications Photographer Intern ●●●

The intern will assist with ensuring consistency across the board for both SA Publications and Campus Banner & Design through attending and photographing various events for Student Affairs. They will learn: Clemson's core values through a variety of messaging as well as see them put into place on a regular basis; important business environment skills such as professional attire, timeliness, business etiquette, client interviews, etc.; real-world skills and experience for their resumes with hard-copy portfolio. Responsibilities include: assist with photographing various Student Affairs Events throughout the semester for use in division-level communication pieces; archive, keyword, and rate photos on the Student Affairs Publications photo archive as well as various photography jobs for Campus Banner & Design as needed.

Videography Positions:

Broadcast Productions Video Intern ●●

The intern will work closely with professional production staff members on a variety of projects as well as working independently on projects under professional supervision.

Digital Media for New Student/Family Programs Intern ●●

The intern will work directly with the Associate Director of New Student and Family Programs to create digital resources for families. These resources will include Tiger Cub 411 "infomercials" on things to expect throughout the year to help families prepare for difficult moments that they or their students may be having. The coordinator will also be creating a comprehensive yearly social media campaign around common issues/concerns that families have or need to know about throughout the year. For example: homesickness, making friends on campus, how to support the financial constraints of college, going home for the first time etc.

Data Analytics

Data Analytics Positions:

Clemson Online Intern ●●

The intern will develop a framework to assess three criteria: cost, learning outcomes, and student experience. Responsibilities include conducting literature reviews, performing assessments of online and face-to-face courses, collecting data from instructors, drafting reports, contributing to publications, collaborating with the project team, and presenting results to a varied audience. Students interested in this position should have completed at least sophomore year, be able to work 10-15 hours per week, have a GPA of 2.5 and above, with an interest in higher education, online learning, research, and/or cost-benefit analyses.

Data Visualization Intern ●

The intern will work on visualizing geologic data with advanced imaging methods, such as Oculus Rift.

Entangled Learning Data Analysis Intern ●●●

The intern will participate in qualitative data analysis of student reflections and survey data related to student learning in peer-leader training and in peer-led academic support. The intern will participate in evaluating student reflections for indicators of engagement with PAL program goals by comparing data from program assessment survey responses with PAL leader reflections to determine congruence with leader engagement and participant experience with program goals. The intern's work will contribute to an article, and it is anticipated that the intern will be a named author on the article. The supervisor and a graduate student will give the intern guidance and training on qualitative data analysis and coding as well as making resources available for the intern to learn these techniques. Skills the intern will gain include qualitative data analysis techniques and use of NVIVO software for qualitative data analysis. The intern will also receive training in research ethics by taking the CITI training, and will refine critical thinking and writing skills. Helpful background knowledge for the intern includes knowledge of the PAL program and Entangled Learning, which is the pedagogical basis for training PAL leaders, as well as affinity for or knowledge of qualitative analysis techniques.

SPIRO Entrepreneur Analyst in Residence ●●●

The intern will be matched with a seasoned entrepreneur mentor to assist with the co-development of the mentor's product or service.

Supplemental Instruction Assessment Intern ●●●

The intern will assist with analyzing qualitative data related to program and ASC departmental learning outcomes. Data sources include SI leader self-assessment surveys and learning portfolios, SI participant and faculty surveys, session observation reports, attendance and grade data (quantitative), and focus groups. Qualitative research methods course and prior experience with qualitative assessment is required.

Sustainability Data Analyst/Lab Assistant Intern ●●

The intern will support the Institute for Sustainability in documenting data for sustainable agriculture and biofuels. Responsibilities of the prospective intern include: reading and interpreting life cycle assessment (LCA) output data generated using Open LCA software tool; excel-based data entry and data manipulation; assisting with preparation

of reports to federal funding agencies; attending weekly meetings and other similar tasks as required; performing other assigned duties including presentation; assisting grad student or post doc on a research project.

Watt Center Energy Use Analytics Intern ●●

The intern will work in a collaborative team environment to continue development of a Building Information Management (BIM) system for the Watt Family Innovation Center. Using R and R-Shiny to develop tools and algorithms enabling visualization and modeling energy usage; work with relational databases to support the BIM; manage a Linux or Microsoft server for the BIM.