



Des Moines Center Internships Still Available for Spring 2010!

Internship opportunities through the Des Moines Center Internship Program are still available for this upcoming Spring 2010 semester. All positions are listed on UI Employment Expo, the online recruiting system at www.careers.uiowa.edu, click on UI Employment Expo.

CDS Global – IT Internships

QA Tester Intern: EXPO Job ID#19378

- Learn, study and apply new information in a fast pace technical environment.
- Study independently to gain introductory knowledge and competency in CDS Global application systems, programming techniques, debugging tools, testing procedures, and analysis as well as time management.
- Create and maintain detailed functional design documents and test plans.
- Performs manual and automated fix verification and regression testing.

Development Intern: EXPO Job ID#19376

- Maintains confidentiality of CDS Global and its clients' proprietary information.
- Under general direction, produces and maintains quality software products in a timely manner to meet customer requirements. Analyzes, write, codes, test, and/or implements new and modified programs. Produces accurate and complete documentation.
- Assist in conducting comprehensive, accurate and independent systems test.
- Interacts in cooperative and professional manner with all levels of employees, clients and/or vendors.

Open Source Intern: EXPO Job ID#19377

- Maintains confidentiality of CDS Global and its clients' proprietary information.
- Under general direction, produces and maintains quality software products in a timely manner to meet customer requirements. Analyzes, write, codes, test, and/or implements new and modified programs. Produces accurate and complete documentation.
- Assist in conducting comprehensive, accurate and independent systems test.
- Interacts in cooperative and professional manner with all levels of employees, clients and/or vendors.

C.H. Robinson –

Transportation Logistics Internship: EXPO Job ID#16711

- Broad based exposure to logistics industry.
- Exposure to a number of different areas, such as personal selling, distribution management and customer service.
- Offers you a challenging learning opportunity enhances your potential to become a member of our CHRW team upon graduation.
- Very closely based on our full-time Transportation Sales position.

Principal Charity Classic

Sales and Marketing Coordinator Internship: EXPO Job ID#19808

- Assist the Sales Director with all aspects of sponsor relations including contract fulfillment and coordinating the Tournament Program and Pairings Guide

- Assist the Marketing Director with tournament marketing, promotions, and public relations activities
- Coordinate Pro-Am events

Des Moines Public Library –

Special Events/Marketing Intern/Non-Profit: EXPO Job ID#16317

Responsibilities include:

- Writing news releases
- Coordinating special events, including author visits and reading programs for children, teens, and adults, as well as working on other on-going programs offered at our six locations.
- Working with local media to promote library events.
- Creation of PSA's. Working with Library graphic design department and volunteers on a variety of projects.
- Creating publicity and promotions including power point displays, book displays, posters, and flyers.
- Attending meetings with other library departments. Web site development and re-design.
- Scheduling of programs and presenters. Implementation of e-mail blasts.

Civic Music Association –

Marketing and Development Intern: EXPO Job ID #19567

Functions of the Intern are as follows:

- Artist/Contracts: assist the Executive Director in fulfilling the needs of the artist for each contracted event. These may include backstage set up, planning staging needs and sound and lighting needs, as well as making hotel and travel arrangements.
- Concert/Event Management: assist the Executive Director managing the box office and ticket sales, lobby event coordination, member promotion, artist coordination, pre-concert lectures, educational activities with the artist and area students.
- Fundraising: assist the Executive Director with grant writing, coordination of any fundraising efforts determined by the Development Committee.
- Marketing/Communications: assist the Executive Director with database management, newsletter, press releases, work on any branding and marketing initiatives as established by the Marketing Committee.
- Public Relations: assist the Executive Director with media/editorial, print advertising, radio promotions/sponsorship, radio/TV ads, community events.
- Special Event Management: assist the Executive Director with catering, invitations, entertainment, program printing, response management.

Hoyt Sherman Place –

Museum Internship: EXPO Job ID#16247

- Assists Executive Director, Director of Development, and a consultant with a special project related to the management of the hundreds of historical artifacts at Hoyt Sherman Place, including the inventorying, cataloguing, and organizing of the collections.
- Computerization of collections records with specialized software, and cleaning and properly storing Hoyt Sherman Place's collections.
- Will also assist, as needed, with the theater-related functions that VenuWorks (the professional theater management company that manages Hoyt Sherman Place) performs, including box office, marketing, events sales and services, volunteer coordination, and fundraising.

Iowa Department of Natural Resources –
Legislative Liaison Intern: EXPO Job ID#15909

- Gain first-hand knowledge of the legislative process and the executive branch of state government, and how policy is developed
- Ability to meet and work with legislators, governor's staff, lobbyists, and natural resource and environment professionals in the DNR and other agencies.
- Track legislative issues during session and develop weekly reports of legislative action for Director's staff and Governor's staff.
- Attend special standing committee meetings when appropriate.

Iowa Council for International Understanding –
International Programs Intern: EXPO Job ID#19559

Responsibilities could include:

- Development and implementation of a marketing strategy for events and programs, including creation of promotional materials.
- Scheduling and escorting international visitors.
- Website development/management and newsletter publications.
- Planning international events and forums.
- Writing reports and grant proposals.
- Assist with translation/interpretation services.
- Research and fundraising
- Basic office assistance, including database management.

Status of Iowans of Asian and Pacific Islander Heritage –
Refugee and Immigrant Project Coordinator: EXPO Job ID#19559

Specific Duties

- Coordinate and grow the Refugee Youth Mentoring program
- Community outreach to ensure access to social services
- Facilitate cultural adjustment and integration of refugees and immigrants
- Resource enhancement and policy development for the Asian and Pacific Islander (API) community
- Strengthen and build capacity of API community based organizations
- Research and develop funding sources

For more information please contact Crystal Stockdale at the Pomerantz Career Center by phone at 319-335-1023 or email at crystal-v-stockdale@uiowa.edu. To apply for the Des Moines Center Internship Program, visit http://www.careers.uiowa.edu/desmoinescenter_application.cfm.

Further information can also be obtained through viewing the internship on EXPO by searching for the Job ID numbers listed with the above internships.