



CAPE FEAR ACADEMY

Cape Fear Academy Summer 2016 Internship Opportunities

Agriculture

Juniper Bay Farms- Brunswick County

Contact & Supervisor: Mrs. Charlotte Mercer

Duration: Two interns for 8-weeks or two interns for 4 weeks (2 interns the first 4 weeks and 2 interns for the last 4 weeks of summer) Beginning in June.

Pay: Unpaid

Internship Description: This is an opportunity for students to learn about farming, animal management, business, and the movement toward a more sustainable local food system. Interns will be involved in all aspects of the daily life on a farm that pasture raises hens for farm fresh egg production. In addition, they will be introduced to beekeeping and management of a growing apiary. They will assist in the process of bringing eggs from lay to farmers markets and restaurants. Interns will need their own transportation to and from the farm located in Brunswick County.

Student Qualifications: Reliable and hard working.

Artistic

Thalian Association's Artistic Internship

Contact & Supervisor: Mr. David Loudermilk, Artistic Director

Duration: 8-weeks (flexible dates) The length of the internship as well as hours of operation will be decided between the intern and their point of contact.

Pay: Unpaid, but will be provided 2 tickets for each of our Red barn Summer Season Shows.

Internship Description: The Artistic Intern will assist with artistic relations and providing administrative support. Interns also attend production meetings and will assist with the three 2015 Summer Productions at the Red Barn Studio Theatre (*Lady Day at Emerson's Bar and Grill*, *Who's Afraid of Virginia Woolf?*, and *The Real Thing*) in some fashion.

Student Qualifications: Telephone, organizational and strong writing skills are preferred. Attention to detail is essential. Working knowledge of Microsoft Word and interest in advertising/visual graphics are a plus.

Business

Crabby Chic

Contact & Supervisor: Mrs. Pam Thibault

Duration: 8-weeks

Pay: Paid (amount will be discussed in the interview)

Internship Description: Retail/merchandising position.

Student Qualifications: TBD

Lula Balou

Contact & Supervisor: Ms. Lucy Cherry and Tara

Duration: 4- weeks (non-paid June 6-July 1) with possibility to complete an 8-week position

Pay: Non-paid

Internship Description: Lula Balou is flexible with the concentration of the internship position. An intern can focus on fashion and merchandising as well as communication, event planning, marketing, and how to run a small business. The intern may coordinate in-store events, come up with event themes, and manage the marketing of the events.

Student Qualifications: Good people skills, great customer service, organized, timeliness, ability to follow through with tasks, and social media.

Nest Fine Gifts & Interiors

Contact & Supervisor: Mrs. Monika Williams

Duration: 4-weeks or 8-weeks (to be discussed with Mrs. Williams during interview)

Pay: Unpaid

Internship Description: The main concentration of the internship position will be Interior Design. There will be some focus on retail and gift aspect of the business as well. Learn about interior design to running a local business.

Student Qualifications: Outgoing, creative student. Good people skills and great customer service.

Thalian Association's Administrative Internship

Contact & Supervisor: Ms. Susan Habas, Executive Director

Duration: 8-weeks (flexible dates) The length of the internship as well as hours of operation will be decided between the intern and their point of contact.

Pay: Unpaid, but will be provided 2 tickets for each of our Red barn Summer Season Shows.

Internship Description: The Administrative Intern will assist in both theatre's day-to-day fiscal operation and personnel management, as well as gain knowledge of managing a building for the City of Wilmington. Interns

may work on the membership campaign, advertising, direct mail, subscriber correspondence, organization of department files and archives.

Student Qualifications: Telephone, organizational and strong writing skills are preferred.

Culinary

One Belle Bakery

Contact & Supervisor: Ms. Anna Echols (Owner)

Duration: 4-weeks

Pay: Unpaid

Internship Description: The internship would take place Tuesday through Friday. The intern would be responsible for working along the pastry chef to help produce a variety of baked goods, help customers with retail sales, and assist in the production and assembly of wedding and custom cakes. The intern may also be asked to assist with cake deliveries in and around Wilmington (as far as Bald Head Island) on Saturdays. The intern will be able to help with inventory purchasing and sit in on wedding cake consultations as needed. Daily hours are flexible based on demand. The goal is for the intern to get a better understanding of everything that goes into start, operating, and owning a small business

Student Qualifications: Outgoing and creative.

Information Technology

Cape Fear Academy – IT intern

Contact: Mr. Dave Sorenson (Director of Technology)

Duration: 8-weeks (June 1 - July July 31)

Pay: \$8 per hour

Internship Description: This position is open to any rising CFA 10th grader or above. This position will be from the first week of June through July 31 with the hours of 9am-3pm, Monday through Friday and will be paid \$8 per hour. This position will have the week of July 4th off. This internship will consist of preparing large numbers of laptops for deployment. Duties include, unboxing computers, installing software, naming, labeling and documenting computers, moving equipment and setting up desktop and laptops. This position will also provide desktop support to summer staff.

Student Qualifications: Understanding of basic PC and/or Mac operations and have the ability to do repetitive tasks with attention to detail. Interest in learning IT administration.

Castle Branch

Contact: Ms. Marie MacDonald (Director of Human Resources)

Supervisor: Autumn Leonard (Information Systems)

Duration: 8-weeks (June 1 - July 31)

Pay: \$7.50 per hour

Internship Description: The Application Support Intern will work Monday through Friday, 8:00 a.m. until 5:00 p.m. at \$7.50 per hour. Provide end user support on all in-house applications and various desktop issues. Upholds the mission and values established by Castle Branch.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Assists Application Support in resolving reported issues. Works closely with all personnel of Castle Branch. Helps end users to create more detailed tickets, thus it is important to determine the actual score of the problem. Attempts to troubleshoot reported issues by identifying the actual score of the problem; for example, hardware, software, access, etc., gathering omitted information. If unable to resolve, route ticket to appropriate App Support Attendant for further assistance. May be required to work after hours or on weekends as needed. Performs other duties as needed.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Knowledge of word processing and spreadsheets. Some familiarity with Linux and text editors a plus.

Judicial

New Hanover County Sheriff's Department

Contact & Supervisor: Lt. Warnick

Duration: flexible with intern and Lt. Warnick

Internship Description: Information will be posted soon

Student Qualifications: Information will be posted soon

Marketing

Castle Branch

Contact: Ms. Marie MacDonald (Director of Human Resources)

Supervisor: Ms. Jane Martin (Marketing Department)

Duration: 8-weeks (June 1 - July 31)

Pay: \$7.50 per hour

Internship Description: The intern will conduct secondary research on various Castle Branch competitors to determine what they are doing and communicating on key topics of interest through their web sites, webinars, social media outlets and other communication venues. Many other marketing projects will be assigned.

Student Qualifications: Intern must be analytical and has good writing skills. Must have a basic understanding of marketing concepts.

Medical
Scarless Vein Care

Contact: Dr. Kamran Goudarzi

Supervisor: Ms. Saundra Wilson

Duration: 8-weeks

Pay: Unpaid

Internship Description: The student will be exposed to a clinical environment with direct supervision by medical support staff, registered nurses, ultrasound technologists, physician assistants and surgeons. A diagnostic ultrasound is frequently utilized as are a host of in office, outpatient, and inpatient minimally invasive procedures. The student will work on data entry for research projects as well as shadowing clinicians. The work schedule and length can be tailored to the individual interest and need. The opportunity is ideal for any student who is contemplating the many different vocations in healthcare. Didactic discussions will follow the outline of the Medicine merit badge book published by the Boy Scouts of America.

- Provide data retrieval and entry on clinical research projects.
- Provide clerical assistance to office staff.
- Assist nursing staff with recording vital signs.
- Observe clinical ultrasound examinations by technologists.
- Shadow physician assistants and surgeons in clinic and outpatient procedures.

Student Qualifications: Motivation, curiosity, flexibility, service to others orientation, authentic desire to explore healthcare. The intern will dress and behave in a manner respectful of patients seeking care and compassion for serious medical conditions and contributes as a team member to a positive patient experience.

Wilmington Surgical Associates, PA

Contact & Supervisor: Dr. Ellis A. Tinsley, Jr.

Duration: To be determined with intern and Dr. Tinsley

Pay: Unpaid

Internship Description: the student will be exposed to a clinical environment with direct supervision by medical support staff, registered nurses, ultrasound technologists, physician assistants and surgeons. The practice treats patients with a broad variety of disease processes including breast cancer, colon cancer, skin cancer, lung cancer, skin lesions and rashes, gall bladder disease, reflux disease, hernias, appendicitis, hemorrhoids, diverticulitis, varicose veins, deep vein thrombosis, peripheral arterial disease, carotid artery disease, and abdominal aortic aneurysms. A diagnostic ultrasound is frequently utilized as are a host of in office, outpatient, and inpatient minimally invasive procedures. The student will work on data entry for

research projects as well as shadowing clinicians. The work schedule and length can be tailored to the individual interest and need. The opportunity is ideal for any student who is contemplating the many different vocations in healthcare. Didactic discussions will follow the outline of the Medicine merit badge book published by the Boy Scouts of America.

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Veterinarian

Eastern Carolina Veterinarian Referral

Contact & Supervisor: Ms. Barb Biehner

Duration: To be determined with intern and Ms. Biehner

Pay: Unpaid

Internship Description: The intern will shadow on both the business and clinical sides of the veterinary hospital. may assist the Veterinary Asisstants in daily jobs.

Student Qualifications: Rising senior. Interest in business and/or health care. An interest in animals and their well-being. Inquisitive and willing to ask questions. trustworthy with confidential information.