

ATTENTION ALL STUDENTS--EXCITING INTERNSHIP OPPORTUNITIES AVAILABLE!!!

THE DEPARTMENT OF ANTHROPOLOGY IS SPONSORING THE FOLLOWING INTERNSHIPS—

Internship (paid) \$15/hour, min. 16 hours/week

Fall (credit-bearing) minimum 3 hrs/week on site. Scheduling is flexible.

SCHLUTER SYSTEMS—PLATTSBURGH, NY

- Interns will be working with Lindsey Blair, 2012 anthropology graduate/Training and Development Specialist - North America | Schluter-Systems L.P. This will be a great opportunity to learn from the ground up the process of updating training systems for Schluter University and project management.

Below are some of the high level responsibilities and duties in which interns may be involved:

COURSE AND PROGRAM MANAGER PREPARATION—

- Learn to and provide production review QA's.
- Research course/training topics
- Continuously curate course lists
- Preview/demo courses for learning navigation
- Create courses to build up general course library
- Release courses to appropriate audiences
- Coordinate with Training Development specialist on special tasks Coordinate with all NA branches for training needs
- Work with senior management for training requests
- Generate PR materials for the site
 - Develop content themes
 - Script e-blasts for content themes
 - Create schedules for PR and content themes
- Communicate e-blasts to LMS admin
- Participate in LMS Committee Meetings
- Help manage/create digital signage for iGotcha
- Assist with company required/compliance training launches
- Evaluate various department needs for improvement
- Develop strategies for collaboration across teams
- Meet with departments on areas for development
- Implement proposed strategies for department successes
- Evaluate onboarding needs across NA and initiate solutions to improve processes

Minimum requirements:

- Minimum sophomore standing or POI
- An interest in social sciences (e.g. anthropology, sociology, political science, etc.), education, or business.
- Maturity, strong work ethic, initiative and the ability to collaborate with diverse groups of people
- Enthusiasm and a willingness to learn about company dynamics and culture!

All interested students are encouraged to apply!

This is a career-building opportunity for the right student(s) to learn valuable skills in project management, training and education, and problem-solving.

This internship sponsored by the Department of Anthropology but is open to all students who meet the above criteria. The internship is focused on the human dimensions of the experience, in other words, it is ethnographically grounded. Interns are encouraged to enroll concurrently in the Internship Seminar (ANT451a) in which the anthropological/social science aspects of the internships will be clarified through group discussion.

Exact content/expectations of the internships will be developed by student, faculty sponsor and internship site supervisor.

Application deadline: August 15, 2022.

Students should indicate their interest and submit the following application materials to:

Dr. Deborah Altamirano, Department of Anthropology
[deborah.altamirano@plattsburgh.edu]

Application materials:

- A brief statement of your interests and how this internship relates to them
- A list of any relevant courses
- A copy of your DegreeWorks