

Host Company Quick Reference Guide

All Majors

Advocates for Children
Athens-Clarke County Police Services
Central Outreach and Advocacy Center
Coyote Logistics
Daily Groceries
Goodwill Career Center
Gwinnett County Police Dept.
Hemophilia of Georgia
Metro Atlanta YMCA
Michelle Roche Media Relations
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Newell Rubbermaid
Primerica
St. Vincent de Paul Society
The Classic Center
the FINER CONSIGNER
The Japan-America Society of Georgia
The Mergis Group
Tiffany Brown for Atlanta Mayor
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U.S. Department of Labor
USDA, Food and Nutrition Service

Agriculture & Forestry

A Green Lawn
AgGeorgia Farm Credit, ACA
U.S. Food and Drug Administration
Rock Eagle 4-H
Timbervest
UGA Cooperative Extension Service
UGA Poultry Diagnostic and Research Center
USDA Food and Nutrition Service

Architecture & Landscape

U.S. General Services Administration

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Goethe-Zentrum / German Cultural Center
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U.S. General Services Administration

Business-Economics, Finance

Fairfield Mortgage
IKON
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PBS Atlanta
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Recall
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Business- International Business, Management

American Cancer Society
CINTAS
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Goodwill Career Center
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Kohl's Department Store
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Recall
Travelers Aid of Metro Atlanta
University Apartments Riverbend
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US Environmental Protection Agency
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Business—Real Estate/Housing

Benchmark Management
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Fairfield Mortgage
University Apartments-Riverbend
US General Services Administration

Computer Science & MIS

Cox Communications
CTS (Computer Technology Solutions)
Blue Wave Computing
GA Department of Revenue
Impact Media Solutions
Newell Rubbermaid
Randstad
U.S. General Services Administration
U.S. Social Security Administration

Education/Early Childhood

C5 Youth Foundation of Georgia
Happy Kids Learning Center
McIntosh Trail Early Childhood
Mothers Against Drunk Driving
Stevens Boys & Girls Club
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Food Science

Newly Weds Foods
US Food and Drug Administration

Journalism/Mass Communication

American Diabetes Association
American Red Cross
Atlanta Child Care Guide
Georgia Magazine
Locum Tenens
Mothers Against Drunk Driving
PBS Atlanta
Spitfire Media Group
Stone Mountain Park
UGA Athletic Association
U.S. Office of State Systems

Marketing/Advertising

Allstate Insurance
American Diabetes Association
American Red Cross
Chastain, Jenkins and Leathers
Dixon Hughes
Goodwill Career Center
Hormel Foods
IKON Office Solutions
Impact Media Solutions
Locum Tenens
National Services Financial Group
Sunbelt Office Products
Travelers Aid of Metro Atlanta
UGA Athletic Association

Risk Management & Insurance

Allstate
Cigna
Hanover Insurance
Liberty Mutual
National Financial Services Group

Recreational/ Leisure Studies

C5 Youth Foundation of Georgia
Rock Eagle 4-H Environmental Education
Stone Mountain Park
UGA Athletic Association

Social Work/Psychology

Central Outreach and Advocacy Center
GUIDE, Inc.
Mothers Against Drunk Driving
Stevens Boys & Girls Club
The Frazer Center
Travelers Aid of Metro Atlanta
U.S. Food and Drug Administration

Sciences

American Diabetes Association
CVS /pharmacy
Food and Drug Administration
Merial
UGA Cooperative Extension
UGA Poultry Diagnostic Research Lab
U.S. Environmental Protection Agency



A Green Lawn

Location: Alpharetta

Full Service Lawn Maintenance Company. Lawn Maintenance, Fertilization, Installs and Tree/Shrub Care. You will be assigned to a Maintenance Crew or Fertilization Crew to see how residential lawn maintenance is performed.

Turf Management or related field.

Advocates For Children

Location: Cartersville

Advocates for Children is a non-profit organization serving the children and families of Bartow County and other North Georgia counties. At Advocates, we offer safety, comfort and hope to children and youth by providing resources and support to strengthen our community of families.

Anything from Human Services, Business, Communication, etc. and the related fields associated with each.

AgGeorgia Farm Credit, ACA

Location: Royston

We are the premier lender in Agriculture. We have been in business for over 90 years. In Royston our primary focus is on the poultry industry. Shadow a loan officer for 2 days to a week. An extern really needs to spend more than one day to get a full appreciation for the job.

AG Business, AG Econ, Poultry Science

Allstate Insurance

Location: Suwanee

The Allstate Corporation is the nation's largest publicly held personal lines insurer. A Fortune 100 company, with \$156.4 billion in assets, Allstate sells 13 major lines of insurance, including auto, property, life and commercial. Allstate also offers retirement and investment products and banking services. Allstate is widely known through the "You're In Good Hands With Allstate®" slogan. Allstate was founded in 1931 and became a publicly traded company in 1993. Student will receive an overview and working knowledge of insurance office and help with various office and business processes, marketing plan, payment forms and other office skills.

Risk Management and Insurance, Business, Marketing

American Cancer Society

Location: Duluth

The American Cancer Society is the nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy, and service. Depending on the students' interest. Minimum would be shadowing an income manager of the world's largest American Cancer Society Relay for Life which raises over \$2.5 million dollars a year.

Business Management, Business Administration

American Diabetes Association

Location: Various

Attend a community event we are conducting or working in. This could be in a healthcare facility, church, workplace or other. Extern will work with director at event or program. The extern experience will be meaningful and applicable to your field of study.

Health field and nonprofit management, marketing and communications

American Red Cross

Location: Douglasville

The American Red Cross Southern Region is a not for profit blood banking organization. They will have the opportunity to learn Public Relations and Communications from a non-profit standpoint. They will be involved with writing press releases, scheduling interviews, managing daily administrative tasks and learning how to present the message to the public in a concise and effective way. The extern would work with my department which oversees the following areas: training of our sales force, data analysis of donors, sponsors, and production results. Also, the extern would work on several donor recruitment (sales) projects that are in several stages - development, implementation, ongoing, post analysis and effectiveness checks.

Communications, Public Relations, Journalism, Business, Marketing, Sales, Education

Athens-Clarke County Police Services

Location: Athens

Law enforcement agency. Introduction to Organization. Interviewing officers in various divisions. Meeting Command Staff. Attend any staff meetings. Accompany Uniform Officer during Tour of Duty (optional)

Majors: Any, criminal justice

Atlanta Child Care Guide

Location: Decatur

The Atlanta Child Care Guide is a resource and referral agency that supports, informs and educates parents and families in making quality childcare choices. We host starting your own quality childcare business workshops on a quarterly basis. These workshops are ideal for people interested in starting or expanding a quality childcare business. Additionally, we plan and host children events and programs with regard to encouraging greatness and achievement in our young people. Assist with day-to-day office operations, planning, arranging and hosting of events.

Business: Administration/e-Business/ Publishing/Journalism

Benchmark Management Group**Location: Athens**

Two multi-family dwellings in the Athens area. Beechwood Pines and Legacy Mill Apartments. Student would learn all areas of the multi family industry from how to lease an apartment, preparation of paperwork, assistant manager duties as well as maintenance and property manager duties.

Housing, Real Estate, Flexible

Blue Wave Computing**Location: Smyrna**

Since 1994, BlueWave has been helping companies maximize the value of their IT investments. When you partner with BlueWave, you get a world-class IT department with highly qualified and talented staff, industry best practices, and leading-edge technologies. We would like to pair the extern with a senior engineer to observe during a scheduled implementation i.e. server, network, etc.

Computer Science & MIS

C5 Youth Foundation**Location: Atlanta**

The mission of the C5 Youth Foundation is to change the odds for high-potential youth from risk-filled environments, inspiring them to pursue personal success, and preparing them for leadership roles in college, work and their communities.

Education, Outdoor Recreation, Public Relations, Human Resources, program planning, working with youth.

Central Outreach and Advocacy Center**Location: Atlanta**

The Central Outreach and Advocacy Center was established as a separate independent non profit 501(c) (3) organization in 1997 to continue Central Presbyterian Church's history of service to the homeless. The duties are flexible depending on the career path of the student. For example, opportunities are available to assist in helping the homeless we see by appointment, find housing, obtain, ID, food, etc. We also advocate before political bodies on behalf of the homeless.

Flexible. Business, Social Work, Psychology, and Health Related, Political Science, Religion.

Chastain Jenkins and Leathers**Location: Athens**

Real Estate Sales and property management company. With a combined 18 years of real estate experience, Chastain, Jenkins and Leathers incorporates a fresh approach to Real Estate sales, marketing, development and consultation. The Extern would be asked to assist in creating marketing material for real estate sales and property management.

Real Estate, Marketing

Cigna**Location: Atlanta**

CIGNA's mission is to help the people we serve improve their health, well-being and security. The world of health care is changing and CIGNA is taking the lead. CIGNA is one of only a few health services companies with a comprehensive portfolio of health, pharmacy, behavioral, dental, disability, life, accident and international businesses. We're at the forefront of designing products and services to help educate and engage people in leading a healthy lifestyle and making informed health care decisions. As health care becomes an increasing concern for all people, CIGNA is committed to making a difference. The extern will shadow our CIGNA Group Insurance Sales team in Atlanta, GA. The extern will receive exposure to any or all of the following: the RFP and pre-sale process, broker visits, client installation meetings, calls with current clients, etc.

Risk Management & Insurance

CINTAS**Location: Decatur or Lawrenceville**

Cintas is the leader in the uniform rental industry. We are a business to- business company who supply all service needs to a variety of different customer bases. Externs will be working along-side our current management team and partners learning the day-to-day functions of our business. Learning our customer base and the importance of our outstanding customer service. Cintas designs, manufactures and implements corporate identity uniform programs, and provides entrance mats, restroom cleaning and supplies, promotional products, first aid and safety products, fire protection services and document management services for approximately 800,000 businesses.

Business Majors

Classic Center**Location: Athens**

The Classic Center is a multipurpose facility hosting events ranging from small business meetings to conferences, conventions, and public shows, and also hosting a wide variety of theatre performances.

Individuals will shadow event planners throughout their work day. Responsibilities will include assisting in the planning, set-up, and execution of the events taking place in the Classic Center.

Event Planning, flexible

Cox Communications**Location: Atlanta**

As the third-largest cable provider in the nation, Cox Communications Inc. is noted for its high-capacity, reliable broadband delivery network and superior customer care. For Cox, it's not about being the biggest; it's about being the best.

Information Technology, specifically network administration

Coyote Logistics**Location: Atlanta**

We have already become the choice for customers who need a full range of transportation capabilities across North America and Europe. Some customers have entrusted us with all of their transportation needs, turning to Coyote for full transportation management operational support. Some rely on us as a core carrier on all or many of their lanes. Others have turned to us for overflow freight beyond the capacity of their core carrier base.

Externs will get a brief overview of the transportation and distribution cycles in North America, and learn where Coyote Logistics fits in as a global 3rd party provider. Externs will be responsible for assisting our sales and consulting teams by updating customer files and generating leads.

Flexible

CTS (Computer Technology Solutions)**Location: Atlanta**

Computer Technology Solutions, Inc. (CTS) is a professional software engineering firm with offices in Birmingham, Atlanta and Mobile. Our passion is using software technology to provide business solutions. We take the time to know and understand the details of a business's project. We look for the best way to provide solutions, and tailor our methodologies and processes to their needs. Our focus is on the business value and quality of our solutions, not on the technologies. Delivering business competitive advantage is our reason for existence. Student will observe day to day activities of CTS. They will have the opportunity to shadow employees on current projects and assist in tasks as they are able (make spreadsheets, proofread documents). We will provide hands on work giving the extern full exposure to IT consulting.

4th year and Grad student only BS or MS in Computer Science, Engineering, MIS or directly related degree is required.

CVS /pharmacy**Location: Atlanta**

Retail Pharmacy chain. Student will be working under the direct supervision of a Registered Pharmacist to learn about retail pharmacy in a chain pharmacy environment.

Pre-Pharmacy, Pharmacy

Daily Groceries**Location: Athens**

Natural food grocery food store located in Athens. Intern will be working with two produce supervisors receiving, displaying and storing fresh organic fruit and vegetables.

Majors flexible

Designs Of The Interior**Location: Duluth**

Designs Of The Interior (DOTI) is a design firm with a retail showroom. We specialize in residential design and have access to 130 manufacturers to satisfy all home furnishing needs. The extern would then be able to observe a weekly meeting which would cover progress reports, vendor training, and sales projections.

Interior design

Dixon Hughes**Location: Atlanta**

We are the largest regional CPA firm in the southeast. Most of the externs will follow either an audit or tax accountant during daily duties. We can also host a marketing student to work with our marketing coordinator and a marketing/general business student to the recruiter. Fall visits will occur late November, early December.

Accounting, marketing

***Freshman and sophomore students ONLY interested in Accounting, marketing students can be any year**

Enterprise Rent A Car**Location: Atlanta**

Unlike other car rental companies, Enterprise focuses on neighborhood markets. We specialize in renting to people who need a temporary replacement car or a vehicle for a special occasion. Our branches are located in neighborhoods, where our customers live and work; in fact, there is an Enterprise branch within 15 miles of 90 percent of the U.S. population. We currently operate more than 7,000 rental offices in five countries, with a rental car fleet of more than 720,000 vehicles including more than 120 different makes and models. Shadow an area manager and receive an overview of the Enterprise business model.

Flexible but would prefer business majors

Fairfield Mortgage**Location: Atlanta**

Fairfield Mortgage is owned by Guaranty Bank and is a full-service residential mortgage lender. Residential mortgage loan officers are 100% commission so the upside income potential is unlimited. This is a sales position and success comes through building a network of relationships with realtors, builder, financial planners, etc that will refer you business. The best candidates are driven, self-motivated, entrepreneurial, and hard working. Successful loan officers make six figures and enjoy a very flexible schedule.

Finance / Real Estate

Fastenal**Location: Decatur**

Fastenal is the largest distributor of fasteners in the nation and one of the largest full-line distributors of industrial and construction supplies. Extern will observe how Fastenal conducts professional business to business sales and service of industrial and construction

supplies to the local industry.

Marketing, Management, Business Administration, Communications

Finer Consigner

Location: Atlanta

High end women's fine clothes retail establishment redefining the consignment business with quality apparel.

Students will inspect inventory, arrange in stock, Design displays, front windows, create sales, and receive an overview of the consignment clothing retail environment.

Fashion Merchandise & Retail

Frazer Center

Location: Atlanta

We are a non-profit agency with an inclusive child development center that serves 30% children with special needs from birth to five.

We are a NAEYC accredited Center with two Georgia Pre-K programs and approximately 180 children enrolled. We have a large Children's Program staff of about 65 people doing various jobs throughout the program and would work with the student to tailor the day to line up with the students interest.

Child and Family Development, Psychology, Early Childhood Education

Georgia Department of Revenue

Location: Atlanta

The Department of Revenue is the principal tax collecting agency for the State of Georgia. The Department, headed by Revenue Commissioner Bart L. Graham, strives to be the fairest and most efficient revenue collecting agency in the nation. Shadow the HR Strategic Support Team as they partner with hiring authorities to recruit and select candidates for Revenue jobs, review job classification and salary structure, develop applicant screening devices to assess for established job-related competencies.

HR, I/O Psychology grad students, Accounting, MPA, Masters in Taxation

Georgia Magazine

Location: Athens

Publish quarterly university magazine that goes to alumni and supporters of UGA. In general we can offer an explanation of how we come up with stories for the magazine and who does them, and we can show the process for putting the issues together. Our designer also can show how she pulls the stories, pictures and graphics into interesting packages of information. This job shadow experience usually lasts only 1.5-2 hours.

Journalism, magazine sequence

Goethe-Zentrum / German Cultural Center

Location: Atlanta

The primary focus of the Goethe-Zentrum / German Cultural Center is to foster cultural relationships between German-speaking and American people and to facilitate and co-produce projects of national and international scope to promote a better understanding of German culture, language and society within the larger context of European life. Student will gain insight into the workings of an American non-profit cultural organization by shadowing the employees and assisting with answering requests of customers and members.

Arts and Humanities (e.g. German) preferred, but not necessary

Goodwill Career Center

Location: Athens

Directly assist individuals to obtain resources they request from the career center, such as job leads, business development strategies, business services information, and career exploration information, supervise self-driven intake of individuals served and enter information into the data base. Develop and maintain center resources, community and employer partnerships and maintain customer tracking system. Assist in implementation of workshops, job fairs, and other career development events. Manage volunteers.

Majors: All, especially Spanish, Management, Marketing, NonProfit

Grant Thornton

Location: Atlanta

The people in the independent firms of Grant Thornton International Ltd provide personalized attention and the highest quality service to public and private clients in more than 100 countries. Grant Thornton LLP is the U.S. member firm of Grant Thornton International Ltd, one of the six global audit, tax and advisory organizations. Grant Thornton International Ltd and its member firms are not a worldwide partnership, as each member firm is a separate and distinct legal entity. The student will be shadowing a professional from our Tax, Audit, or Comp and Benefits consulting group depending on their interests.

Accounting

GUIDE

Location: Lawrenceville

GUIDE, Inc. is a substance use and abuse prevention agency serving Gwinnett County, Metro Atlanta and the State of Georgia for 20 years. GUIDE's programs, services and information are based on proven strategies developed to provide an on-going, concentrated and comprehensive approach to substance abuse prevention. Database, email marketing or inventory management, fundraising, facilitating, assisting with or participating in training, article research or writing for online and hard copy newsletters, site visit and technical assistance with youth teams, or attendance at meetings or events.

Social Work, Health, Education, Any

Gwinnett County Police Department**Location: Gwinnett County**

The Gwinnett County Police Department is committed to serving the community through the delivery of professional law enforcement services in an unbiased and compassionate manner in order to protect the lives and property of the citizens and improve the quality of life in our community.

Majors flexible, 2nd, 3rd and 4th year students

Happy Kids Learning Center**Location: Hull (close to Athens)**

Early Learning Center providing for children age six weeks through school-age. Programs include Preschool Special Needs, Georgia Pre-K, and Early Care and Learning. Observe and perform tasks assigned by classroom teachers and center administrators while participating in the age-appropriate developmental activities of their chosen field of concentration.

Early Childhood Education

Hanover Insurance**Location: Atlanta**

The Hanover began in 1852 as a Property and Casualty company, building success and respect over nearly two centuries. Now as the parent company of The Hanover Insurance Company and Citizens Insurance Company of America, we've changed our name to The Hanover Insurance Group, Inc. This time-honored name will lead us through the 21st century as we build a world-class company focused on Property and Casualty products and re-energized to meet the needs of our local partners.

Risk Management and Insurance

Hemophilia of Georgia**Location: Sandy Springs**

Hemophilia of Georgia is a nonprofit organization dedicated to providing services and support for Georgians who have hemophilia, von Willebrand Disease, and other inherited bleeding disorders. The only agency of its kind in the state, Hemophilia of Georgia works to enhance clients' care and quality of life while actively pursuing a cure through research funding. The agency's mission is: Hemophilia of Georgia exists so that people in Georgia affected by bleeding disorders live as normally and productively as possible. In Fall season - will assist with planning and implementation of the Golf Tournament as well as support Client Camp and Activities programs. In the Spring season - will support the planning and implementation of the Camp Wannaklot program (this program occurs in July each summer)

Nonprofit minded students who desire to enter into a career with a nonprofit organization. Would like the student to be interested in event planning and fundraising.

Hertz Rent-A-Car**Location: Atlanta**

We're one of the world's largest general use car rental brands, operating in 145 countries, with more than 61,000 employees and approximately 7,600 locations. Hertz has been an industry pioneer for more than 85 years and today we're a strong, driving force in the industry. In addition, Hertz has a fully diversified subsidiary, Hertz Equipment Rental Corporation. The Hertz Equipment Rental fleet is one of the strongest in the industry, with a network of more than 265 locations in the U.S. and Canada. At The Hertz Corporation, our careers are all about taking good care of people. Our willingness to go the extra mile makes us # 1, and makes for a career with no limits. The extern will have the opportunity to work with a Branch Manager of one of our Off-Airport Car rental locations. The extern will learn about our customers, the insurance replacement business, retail business, and what the duties of our full-time Manager Trainees are. This would be ideal for a person looking for a Management and Sales/Marketing career path.

4th year students in Management, Marketing, Business Administration

Hormel Foods**Location: Atlanta**

Founded in 1891 as a small retail store in Austin, MN, Hormel Foods has thrived by following two principles set forth by our founder George A. Hormel.

* Consumer needs should drive product development

* A high-quality company can be built only by high-quality employees.

For more than 100 years, these two principles have guided Hormel Foods, growing it from a humble all-American dream into a multi-billion dollar, Fortune 500 Company with more than 19,000 employees. The Extern would spend a day shadowing a Hormel Foodservice Sales team member. In addition, they would spend time w/ Hormel Foodservice Area Manager reviewing details of sales position, company culture, and job expectations.

Business/Sales/Marketing (3rd and 4th year students)

IKON Office Solutions**Location: Athens, Gainesville +other**

IKON Office Solutions, Inc. (www.ikon.com) is the world's largest independent channel for document management systems and services, enabling customers worldwide to improve document workflow and increase efficiency. IKON integrates best-in-class copiers, printers and MFP technologies from leading manufacturers, such as Canon, Ricoh, Konica Minolta, and HP, and document management software. Student experience would depend on the career field, the goal would be for the student to job shadow an employee in their field for an entire day and experience the job responsibilities associated. *Business, Marketing, Human Resources,*

Accounting/Finance, Operations

Impact Media Solutions**Location: Smyrna**

Duties will depend on skill set and desired career path. We have several on-going projects which we can use their assistance on: from graphic design, video editing, shooting video (both in Atlanta area and around the country if they are willing to travel with us), live webcasting setup and monitoring, customer service (answering phones), CD duplication and order fulfillment, quality assurance for continuing education programs, data entry. *Communications, Marketing, Customer Service, Videography, Media, Graphic Design, Computer Science/Engineering*

Japan American Society**Location: Atlanta**

The Japan-America Society (JASG) is a non-profit organization with the mission to promote business, commerce, and mutual understanding between Japan and the State of Georgia. We work with other international organizations and institutions to build appreciation of international culture and commerce in Georgia. Our programs, events and materials are targeted at groups interested in Japan and America for different reasons, but they have a common thread: They are enlightening, interesting and welcoming. They seek not just to teach about Japanese or American culture and business practices, but to introduce Japanese and American individuals to one another with the purpose of forming lasting professional and personal relationships.

*Flexible***Kohl's****Location: Athens and Atlanta**

Kohl's was selected by BusinessWeek as one of the best places to launch a career for new college graduates. With more than 1000 stores, we are one of the fastest-growing retailers in the country, and we're continually introducing great new brands such as Simply Vera Wang, ELLE, Food Network, and FILA SPORT. The best part is that our growth means unlimited opportunities for you. If you are looking to start your career at a fast-paced retailer, what better place to start than at Kohl's with store locations from Coast to Coast. Our store management internship program is rapidly growing, providing over 175 interns this summer the opportunity to gain experience in the field of management while at the same time allowing each intern to embrace Kohl's culture and Core Values. If you have a creative mind, strong leadership skills, and want big responsibilities in a short amount of time, now is your chance to check out Kohl's. The Intern will shadow an Assistant Store Manager to get an idea of what it would be like to have a career in Retail Management

*Business - Management or student interested in Retail Management/running a business Fashion Merchandising.
(Second and Third year students only)*

Liberty Mutual - Visit Date 12/17/09**Location: Duluth**

"Helping people live safer, more secure lives" since 1912, Boston based Liberty Mutual Group (www.libertymutualgroup.com) is a leading global multi-line group of insurance companies whose largest line of business is private passenger auto, based on 2006 direct written premium. As of December 31, 2007, Liberty Mutual Group had \$94.7 billion in consolidated assets, \$82.3 billion in consolidated liabilities and \$25.9 billion in annual consolidated revenue. Liberty Mutual ranks 94th on the Fortune 500 list of largest U.S. corporations based on 2007 revenue, and is the sixth-largest property and casualty insurer in the U.S. based on 2006 direct written premium. Liberty Mutual Group today employs over 41,000 people in more than 900 offices throughout the world.

*Risk Management and Insurance first & other business majors***Locum Tenens****Location: Alpharetta**

LocumTenens.com is a physician recruiting agency that helps physicians find the right physician job opportunities. We also work with healthcare facilities and government agencies that need help with their physician staffing needs. LocumTenens.com also maintains one of the largest free physician job board websites on the Internet. The student's duties will include shadowing our Research Consultants on their daily phone and computer assignments. We will try to pair up the students with UGA grads whenever possible so that they can field real-world questions. The Students will also meet with a member of our Research Consultant Management team. We will also provide a tour of the Corporate Headquarters and include lunch if they are working with us all day.

*Open to all majors, but targeting Communications, Business, Sales & Marketing students.**Prefer 3rd & 4th year students approaching graduation, but flexible.***McIntosh Trail Early Childhood Development****Location: Various Counties in GA**

We provide Head Start and Pre-K to approximately 700 children in Butts, Newton, Henry, Spalding, Lamar, Pike, and Upson Counties. We have one center located in each of those counties.

*Early Childhood Education***Merial****Location: Duluth**

Merial is a world-leading animal health company. We are a forward-looking company with a proven track record, producing pharmaceutical products and vaccines for livestock, pets and wildlife. We are on the cutting edge of product development and innovation, providing millions of doses worldwide annually to keep livestock and pets healthy. The extern would shadow a few select members of the Inside Sales Team as they make calls to our accounts and follow-up on promotions that our marketing organization has put into place. The Inside Sales role is a great place for someone looking to get into Field Sales in the Animal Health or pharmaceutical industry.

4th year, Flexible, but Animal Science or Biology are preferred.

Metro Atlanta YMCA**Location: Atlanta**

The Metro Atlanta YMCA builds strong kids, strong families, and strong communities by working to meet the health and social service needs of members, volunteers and residents in our communities. Anyone who expresses an inability to pay will be offered financial assistance. Our strength is in the people we bring together through programs like child care, youth sports, camping, youth development, job training and education, and health and wellness. YMCA programs are tools for building our core values of caring, honesty, respect, and responsibility. Student will have chance to choose based upon interest who they shadow at the Y.

*Flexible***Michelle Roche Media Relations****Location: Athens**

Michelle Roche Media Relations, an Athens-based company specializing in public relations for the music industry, the externship experience offer those who want hands on experience in creating and implementing press campaigns for artists and bands on both a local and national level. Duties may include fulfilling mailings of press materials, research on the internet or marketing on Myspace.com. Michelle works out of her home in Athens and has cats (that are friendly).

*Majors: All***Motel Enterprises****Location: Athens**

Motel Enterprises operates 3 local hotels in the Athens area including the Holiday Inn, Holiday Inn Express and Hilton Garden Inn in downtown Athens. Get a taste of the hospitality industry in vibrant downtown Athens. Accompany Training & Recruitment Coordinator, sit in on job interviews, assist with MS Excel, possibly sit in on/assist with orientation and training.

*Major: flexible***Mothers Against Drunk Driving****Location: Atlanta or Athens**

MADD is a non profit organization whose mission is to "stop drunk driving, support the victims of the violent crime, and prevent underage drinking. We work with a large volunteer base statewide and host 3 major special events annually. The intern(s) will be assigned to either the Program and/or Development Department to work with youth program implementations, program guides, donor databases, community based activities and events and marketing plan development.

*Public Affairs, Social Work, Criminal Justice, Education, Marketing & Communications***National Financial Services Group****Location: Atlanta**

As a full service financial services firm, National Financial Services Group specializes in the areas of personal and business financial services and estate planning strategies. Some of our associates are also Registered Representatives and Investment Advisor Representatives of Equity Services, Inc. Our associates implement their client's customized plans through the placement of various financial instruments. They have access to more than 6,000 investment companies and over 200 insurance companies, and are able to design unique financial solutions to match our clients' exacting requirements. Job shadow and assist with business development.

*Flexible, Risk Management, Marketing, Management***Newell Rubbermaid****Location: Atlanta**

Whether championing the company's long-term aspirations or tackling the hands-on guidance of our brands, leadership and strong values create the environment for success. We are a brand-driven company, and our leadership team brings years of experience in high-impact product development and marketing. As an extern of Newell Rubbermaid's sales representative position, you will gain strong practical business experience and insights. In this role you will get hands-on experience with our products and our retailers, learn and impact the business from the ground up, service a key account within the Atlanta territory and get a glimpse at the fundamentals of our business, customers and product lines. Students will perform market planning, sales and service of division products to retail accounts; demonstrate new and existing products; write orders; create and manage in-store displays and promotions and perform other functions necessary to establish and maintain on-going positive customer relations.

*Business Students and Communication majors (3rd and 4th year students), IT and Finance (3rd year students only)***Newly Weds Foods****Location: Cleveland, TN**

Newly Weds Foods is the world's largest supplier of batter and breaders. In addition to our baking operations, NWF is the largest supplier of commercial spice and spice blends. The Cleveland R&D Lab is responsible for product development in the Southeastern US with additional duties in Beijing, China and Thailand. The externs will shadow a typical day in the lab which could range from production interaction, product evaluation, analytical testing, batch blending, and sample preparation.

*Food Science***Primerica****Location: Athens**

Primerica's roots date back to 1977 when the company embarked on a revolutionary crusade to transform the life insurance industry. Primerica's "Buy Term and Invest the Difference" philosophy encourages middle-income families to purchase affordable term life insurance so they can have more money to invest in their family's future. Today, Primerica has expanded its crusade to address the number one financial disease facing families today: debt. Primerica offers solutions to help families eliminate crippling debt from their

household finances and save more of their hard-earned money for the future. Shadow a representative at work with our clients, vendors and trainees.

Flexible

PBS Atlanta

Location: Atlanta

Great cities are known by their museums, theaters, symphonies and parks. But the greatest impact on a city's cultural life radiates invisibly through the air. For Atlanta, that cultural force is Public Broadcasting Atlanta. WABE 90.1 FM and PBA 30, brings NPR News, music, the arts and PBS programming to hundreds of thousands of listeners and viewers each year. Today, people turn to public broadcasting for their news, music, arts and entertainment. Yet, few people realize that public broadcasting began as "educational television" — strictly a learning resource. As a broadcast service of Atlanta Public Schools in partnership with the Atlanta Educational Telecommunications Collaborative (AETC), PBA has never lost sight of its original mission. Education remains at the core of our operation at every level, from preschoolers to our elders.

Finance, TV/Production, Education Services, Underwriting (operational funding), Radio/News. Please specify area of interest on application.

Randstad

Location: Atlanta

Randstad USA, headquartered in Atlanta, Georgia, is a leading employment services provider with more than 400 branches and client-dedicated locations in the United States. In 2006, Randstad USA's 2,000 employment experts put an average of 49,000 people to work each week. The duties will be daily operational duties in accounting, accounts receivable, payroll, billing, or accounts payable.

Accounting/Finance

Recall

Location: Atlanta

As global leaders in Information Management, Recall provides the services you need throughout the information life-cycle. From document storage and retrieval, to digital conversion, data protection and secure destruction, Recall provides businesses with more than secure information management – we provide peace of mind. The extern will have the opportunity to sit in the day of a recruiter, a finance manager, and to work within one of our operation units.

Majors: Flexible, HR/Recruiting, Operations, and Finance

Reznick Group

Location: Atlanta

Reznick Group is a national accounting, tax and business advisory firm that specializes in providing sound, strategic business counsel. Externs will receive an overview of our firm through job shadowing. They will shadow an Audit Associate for half of the day and a Tax Associate for the other half of the day. The Extern will also go to lunch with several members of the firm where they can ask questions, learn about our Internship Program and get to know our representatives. *Accounting*

Rock Eagle 4-H

Location: Eatonton

Serving teachers and students since 1979, the goal of Rock Eagle's environmental education program is to provide an experience-based, academic, and exciting educational opportunity for every learning style and every student. Serving 3rd – 12th grade students, residential and day field studies are available throughout the school year. Classes are two hours long and are led by highly trained, college educated instructors. The instructors guide the learning experience though day and evening classes based on Georgia Performance Standards. Schools choose classes in the sciences, natural history, team building, outdoor skills, and living history. Assist in teaching classes, animal care, curriculum development, and administrative task. The Rock Eagle Environmental Education program is open to creating an extern experience that will meet the interest of the particular student.

Education, Natural Science, Environmental Education, Biology, Forestry, Outdoor Education, or related fields preferred.

Rvdl Langford de Kock

Location: Atlanta

Our Firm, Rvdl and Partner, is a global accounting firm with headquarters in the heart of Downtown Atlanta. We specialize in serving foreign companies that have or are seeking to establish a presence in the USA. By focusing on this unique niche, we have developed a dynamic group of professionals that offer exceptional service. Knowing our business well has resulted in being named among Atlanta's Top 25 Accounting Firms by the Atlanta Business Chronicle for 2006. Extern duties would include tasks that provide an insight in the daily life of an accountant.

Accounting

Small Biz Pros

Location: Athens

Small Biz Pros sells accounting & tax franchises. This is one of the corporate offices where we provide daily support to our franchisees. The extern would be observing the job of a Controller on a day by day basis. Student would perform duties such as filing, copying, etc. Student could also spend a little time with some of our other employees who provide support to our franchisees by phone and email. I believe this experience would give someone a chance to see the various aspects of a corporation on a daily basis.

Accounting

Spitfire Media Group**Location: Buford**

Full-service marketing and creative agency that develops, designs, and implements strategic marketing programs for clients of all shapes and sizes. Student will meet with all departments to learn more about the roll they play and how they all fit together for the good of the client. Actively participate in production meetings, strategic planning sessions, client meetings, creative think tank sessions, hands-on projects, etc. as appropriate during the time on-site. *Marketing, Journalism, PR, Art/Graphic Design*

St. Vincent de Paul Society**Location: Atlanta**

The Society of St. Vincent de Paul Atlanta provides financial, material, educational and spiritual support to those in need regardless of background or faith and collaborates with other organizations to empower people to achieve self-sufficiency. We are part of an international organization and have operated in North Georgia since 1903. Duties may include: data entry, use of PowerPoint, Excel, Publisher, Word, filing, assisting learning program instructors, greeting and hosting in food pantry area, creating prospecting lists for partnering in our community, assisting in community awareness functions, internet research, statistical analysis of programs, creating tracking information for a variety of projects and other such activities.

Social Services, Finance and Accounting, Journalism and Communications, Family and Consumer Services, Public Affairs, Marketing, Business Administration and Management, Education,

State Farm Insurance**Location: Duluth**

State Farm insures more cars and homes than any other insurer in the U.S., is the leading insurer of watercraft and is also a leading insurer in Canada. State Farm's 17,000 agents and 67,000 employees serve over 77 million auto, fire, life and health policies in the United States and Canada, and more than 1.9 million bank accounts. State Farm Mutual Automobile Insurance Company is the parent of the State Farm family of companies. State Farm is ranked No. 32 on the Fortune 500 list of largest companies.

Risk Management and Insurance, Business, Finance

Steven Boys and Girls Clubs**Location: Monroe**

A fun, safe and encouraging environment is just the beginning. At the Boys & Girls Club, we provide the promise of a bright tomorrow. Our programs help kids learn and grow in ways they never imagined. Education (Teaching) majors will assist in the Learning Center (classroom management, homework help, reading program) and Computer Center. Recreation (Sports) majors can assist in the Games Room and Gym facilitating games and helping create programs. Art majors can assist in the Art Room. Business majors can assist the Executive Director and understand the complexities of running a non-profit organization (day to day operations, grant writing, working with Board Members, Community building, etc.).

Education, Recreation, Management, Art, Psychology (Counselor)

Stone Mountain Park**Location: Stone Mountain**

Stone Mountain Park is Georgia's #1 Family Attraction. Nested within 3,200 acres of beautiful, natural landscaping, we offer Attractions, Gift Shops, Restaurants, Entertainment, and Special Events for the whole family to enjoy together. Our mission is to "Create Memories Worth Repeating." For one week, they will shadow a different Operations Manager each day concerning Guest Relations, including exposure for half a day to Attractions, Food Service, Merchandise, Marketing, PR, Special Events, and Human Resources.

Hospitality, Business Administration, Management, Natural Resources Recreation & Tourism, Recreation & Leisure Studies, Marketing, Public Relations

Sunbelt Office Products**Location: Atlanta**

Sunbelt Office Products is one of the fastest growing, most successful businesses in America. With over 200,000 products to offer our customers, we serve as the only source you need when it comes to office products, custom apparel, printing, furniture, technology and much, much more. We currently serve a growing customer base of over 50,000 US businesses and have state of the art warehousing and distribution capabilities. Shadow a Sales Rep for 2 hours making different levels of phone calls - to see the day in the life of an Inside Sales Rep for Sunbelt Office Products.

Business

Suzuki School**Location: Atlanta**

The Suzuki School is a preparatory school for preschool students located in the heart of Atlanta. Founded in 1976, it was modeled after the highly successful Talent Education Institute in Japan. The Suzuki philosophy affirms the importance of cognitive stimulation beginning with infancy because we recognize that learning begins at birth. Music, art, sensory experiences, and language acquisition – all are incredibly important in the first year of life in building self-esteem and intelligence. We are a unique school in that we operate year-round with teaching teams for each age level with 4 to 7 teachers. For those individuals that enjoy teaching, and enjoy collaborative teaching efforts, this is a wonderful experience!

Young Childhood education

Technical Services Audio Visual (TSAV)**Location: Athens**

TSAV is an Audio Visual Systems integration firm located in Athens GA. An extern at TSAV would be exposed to all aspects of the "host's" daily duties. Due to the nature of the construction industry, what those items would include will depend on our workload at

that time. Some examples for the finance department would be auditing financial statements, compilation of financial statements, overall financial management, and verification of employee status. Examples for engineering include development of a system design & documentation of a system, installation support, programming of devices and training.

Accounting/Finance, Engineering, Marketing/Sales - or anyone interested in pursuing a career in those fields regardless of major.

Tiffany Brown For Mayor

Location: Atlanta

Brown for Atlanta campaign is the Atlanta mayoral candidate for Dr. Tiffany Brown (brownforatlanta.com) Recruit, train and mobilize volunteers to participate in the organizations electoral work. Develop phone and canvass scripts, call and walk lists, and other canvassing materials as necessary. Supervise weekly phone banks; ensure that established voter contact goals are met by project deadline. Oversee weekend door-to-door canvassing activities; ensure that established voter contact goals are met by project deadline.

Requirements:

- Strong analytic, research, writing and editing skills;
- Ability to work well with others;
- Attention to detail, and strong personal initiative; and
- Previous volunteer work on a political campaign or in a politically charged setting is a plus.

Majors Flexible

The Home Depot

Location: Atlanta World HQ

Founded in 1978, The Home Depot, Inc. is the world's largest home improvement specialty retailer and the second largest retailer in the United States with fiscal 2006 sales of \$90.8 billion and earnings of \$5.8 billion. The Home Depot has been recognized by Fortune magazine as the No. 1 Most Admired Specialty Retailer and the No. 13 Most Admired Corporation in America for 2006. The Home Depot's stock is traded on the New York Stock Exchange (NYSE: HD) and is included in the Dow Jones industrial average and Standard & Poor's 500 index. Attend meetings, participate on conference calls, meet with Executive officers, attend a store walk, tour campus with HR and discuss career interests, engage in real business project and offer thoughts/suggestions/perspective, etc

Accounting/Tax, Treasury, Financial Planning & Analysis, & Financial Services/Banking (Home Depot credit card/Citigroup)

The Mergis Group

Location: Atlanta

As a leading professional placement firm, The Mergis Group understands the importance of connecting the best people to the best jobs every time. Whether you are a professional looking to make a strategic career move or a company looking to hire talent that will add the greatest value, our recruiting team will make your needs our highest priority. Let our 30 years of recruiting expertise work for you - contact us today. The student would be mirroring employees to become better acquainted with what we do.

Flexible

Travelers Aid of Metro Atlanta

Location: Atlanta

To provide emergency services to stranded, disabled and mentally-ill travelers, low-income newcomers, runaways and homeless and at-risk residents in crisis. We at Travelers Aid of Metro Atlanta (TAMA) are proud to be one of Atlanta's premier social service agencies, serving more than 9,000 people annually (38% of our clients are under the age of 18) through case management, crisis intervention, resettlement, emergency food, transportation and lodging to individuals in their greatest time of need.

Flexible

UGA Athletic Association

Location: Athens

The UGA Athletic Association oversees all aspects of the University's intercollegiate sports. The extern will experience first-hand the planning and implementation of sporting events for the Athletic Association.

Public relations, marketing, business, sports studies

UGA Cooperative Extension Services

Location: Athens and GA counties

An Extern Student would shadow an Agricultural & Natural Resource County Extension Agent during the course of a typical day.

These Agents are UGA Public Service Faculty members whose duty is to deliver unbiased information from the University to all Georgians, particularly those who lack access to formal education. County Extension agents help keep farmers abreast of the latest agricultural technology, research and marketing strategies. Some agents help parents cope with the pressures of balancing home, work and children; others help keep families healthy with information on nutrition and food safety.

Any College of Agricultural & Environmental Sciences students as well as participants from the Warnell School of Forestry, Pre-Vet, or hard science majors would be welcomed.

UGA Poultry Diagnostic and Research Center

Location: Athens

The Diagnostic Services and Teaching Laboratory comprises the service function of the Poultry Diagnostic and Research Center at The University of Georgia. It exists to provide diagnostic and consultative services to the working poultry industry in the state of Georgia, the United States, and worldwide. The lab's full service capability include necropsy, serological testing, bacteriology, mycology, mycoplasma culture, fingerprinting and sequencing, virus isolation, histopathology, feed assays, toxicology, and PCR testing for a variety of viral, mycoplasmal, and bacterial agents. The intern would be able to see the day to day functions of the lab from the submission of samples, the various tests performed, and the reporting of results, as well as interaction with clients.

Poultry Science, Animal Science, Pre-Vet, Biology, Microbiology

University Apartments (Riverbend Apartments)

Location: Athens

University Apartments on Riverbend apartments provide an affordable and private home away from home where students can live and study in the Athens, Georgia area. Serving the University of Georgia, University Apartments on Riverbend provides luxurious modern amenities and state of the art technological resources.

Consumer Economics, management, property management, real estate, accounting

US Department of State

Location: Atlanta (Spelman College)

The U.S. Dept. of State is the federal department responsible for formulating and implementing U.S. foreign policy.

Proof reading, possible drafting of responses to correspondence, assisting with logistics of conducting activities such as career fairs, information sessions and oral assessment prep sessions and observation. Extern may also be asked to read and provide reaction to recruiting materials.

Flexible

US Food and Drug Administration

Location: Atlanta

Southeast Regional Laboratory. Nutrient analysis branch. Quantitative chemistry done on food products to determine if Nutrition Facts Panel on foods is accurate.

Chemistry, Food Science, Nutrition

Waffle House

Location: Atlanta

Waffle House, Inc. is a leader in the restaurant industry with over 50 years of experience. We are privately held, DEBT-FREE and we are still growing! Our Management Program is designed for those individuals who have an entrepreneurial spirit and who are motivated by financial and career success. Job shadow an experienced member of the Restaurant Management Team in the daily operations of one of our high volume restaurants. Hands on service, production, and customer service and employee relations.

Majors Flexible/Management/Business

Federal Executive Board Atlanta

Federal Agency List

US Department of Labor

Employee Benefits Security Administration (DOL)

Location: Atlanta

The Employee Benefits Security Administration (EBSA) is committed to educating and assisting the 150 million Americans covered by more than 683,000 private retirement plans, 2.5 million health plans, and similar numbers of other welfare benefit plans; as well as plan sponsors and members of the employee benefits community. EBSA promotes voluntary compliance and facilitates self-regulation, working diligently to provide quality assistance to plan participants and beneficiaries. It is the policy of EBSA to provide the highest quality of service to its customers.

Majors: law, accounting, business

Occupational Safety and Health Administration OSHA (DOL)

Location: Atlanta

Occupational Safety and Health Administration - Inspects/Investigates worksites for safety/health hazards; provides consultative services to companies/groups/organizations interested in voluntarily taking measures to identify and remove workers from risk from workplace hazards; investigates Whistleblower complaints under several statutes.

Safety Specialist, Safety Engineer, Industrial Hygienist, Whistleblower Investigator, and other administrative/management positions

Office of State Systems (DOL)

Location: Atlanta

OSS are responsible to provide grant management, federal oversight, and technical assistance to a vast network of partners who administer Workforce Development programs through state and local government agencies and some non profit and private sector enterprises. OSS is responsible for federal formula grants in eight Southeastern states totaling approximately \$1.6 billion. These grants are used to provide employment and training services to about 3.5 million people annually in the eight states. Shadowing opportunities would include observing Federal Project officers interact with state and local program operators through conference calls, Webinars, video conferences, and on-site (in the Georgia Department of Labor in

Atlanta). Shadowing would also include a brief overview of the Employment and Training Administration's mission and responsibilities.

Majors: Flexible but would include Journalism, Business, Political Science, Social Work, Liberal Arts.

US Environmental Protection Agency (EPA)

Location: Athens, Atlanta

EPA is a regulatory agency with responsibility to protect human health and to safeguard the natural environment—air, water, and land—upon which life depends. Externs will tour the laboratory facility in Athens, GA and observe chemist and scientist conducting environmental analysis; conduct informational interviews with technical and administrative specialists to learn about their career fields; shadow senior leaders in their day to day activities; attend cross-functional workgroup meetings where staff addresses current environmental issues.

Biology, Chemistry, Engineering, Environmental Science, Environmental Health, Ecology, Natural Resources, Finance, Business Administration, Management;

US General Services Administration

Location: Atlanta

GSA leverages the buying power of the Federal government to acquire best value for taxpayers and out Federal customers. We exercise responsible asset management. We deliver superior workplaces, quality acquisition services, and expert business solutions. We develop innovative and effective management policies.

Real Estate, IT, Marketing, Supply Contract Specialist, Management, Business Administration, Accounting, Finance, , Engineering, Architecture, Historic preservation, Interior Design, Public Administration

US National Park Service

Location: Atlanta

The National Park Service is dedicated to the preservation and management of this country's outstanding natural, historical, and recreational resources. The student will shadow the Superintendent or Chief Ranger and review park operations including interpretation and visitor services, resource and visitor protection, and public relations.

Majors: Flexible

US Department of Agriculture (USDA)

Location: Atlanta Visit Date on November 23, 2009

Food and Nutrition Service

The mission of the Food and Nutrition Service is to provide children and needy families' better access to food and a more healthful diet through its food assistance programs and comprehensive nutrition education efforts. There are multiple programs, two of which are the Food Stamp Program and National School Lunch Program. This is a Regional office of the Food and Nutrition Service that works in partnership with 8 Southeastern states to deliver the programs to children and needy families. **We would like to host several students on November 23, 2009 from 9:00 a.m. to 3:00 p.m.** The student would have a schedule of short rotations in the various program and financial management areas, conducting interviews to gain a better understanding of the mission of our Agency.

Flexible: Program Specialists, Various Fields in Financial Management

US Social Security Administration

Location: Atlanta

The Social Security Administration ranks as one of the top ten "Best Places to Work in the Federal Government," according to The Partnership for Public Service and American University's Institute for the Study of Public Policy Implementation. The ranking not only identified Social Security as one of the "Best Places to Work," but also the most improved agency this year. In a recent survey, Social Security employees scored especially high (i.e. greater than 65% favorable) on the majority of items measuring their personal work experiences, satisfaction with leadership, and recruitment, development, and retention programs. Duties will be tailored according to the area of the assignment. If the student is assigned to our Human Resources Component, the duties are as follows: To shadow an employees within the Human Resources component in order to learn and to gain an overview of every facet in this area so that the extern is exposed to an array of employment opportunities. Also, we will assist with identifying those skills that are needed in becoming a skilled leader. *Public Administration, Information Technology, Legal, Law Enforcement, Management analysts, Budget Analysts, Human Resource Specialists, Program Analysts, Staff Assistants*