

From Student Success Career Development
Notification of internships and job openings 04/29/22

Carson-Newman Residence Life
Help Needed for R.T. London

R.T. London needs workers to move new furniture into Heritage Hall. The compensation is **\$18.50 per hour**.

The dates for this job are Monday, May 30th through Friday, June 3rd. The workdays will be approximately 8 hours and will start at 8:00 am.

Lunch, water, and Gatorade will be provided to workers on workdays.

If interested, please email or call RD Clark Hasler at chasler@cn.edu or 865-471-3485 with your name, phone number, and email. Please apply ASAP as spots will fill up quickly.



Certified Public Accountants | Business Advisors

Now Hiring

- Administrative Assistant – Business Graduate, preferred but not required; needs to be someone who is very tech-savvy, a major plus to be excel savvy
- Tax Associate – Accounting Graduate
- Audit Associate – Accounting Graduate

608 Mabry Hood Road Knoxville, TN 37932

Direct 865.684.1976 | Main 865.583.0091 | Fax 865.583.0560 | Cell 865.591.3256

jbayne@rodefermoss.com | rodefermoss.com | AN INDEPENDENT MEMBER OF BDO ALLIANCE USA

Kingswood Home for Children
Bean Station, TN

Kingswood is hiring interns for the upcoming Summer Season. Our college-age and young adult interns are an important part of our ministry at Kingswood. Interns supervise our kids each day during our Summer Program. This is a great opportunity to invest in our kids! This is a paid position. If you want to spend your summer making an impact, contact Joy or Amy at 865-767-2121.

This is a part-time position working 3-4 days weekly.

Days: Monday-Friday Hours: 8:30 am to 3:30 pm

Pay: \$10 an hour

Age: Must be 18 years of age or older

Children's Minister or Children's Director

Cherry Grove Baptist Church is currently seeking a person called of GOD to be our full-time Children's Minister or Children's Director. Please, visit our website for information: <https://www.cherrygrovetn.org>

Oakwood Baptist Church

Children's Department teacher and event coordinator. We do have a good space for Sunday School, Children's church, and other events. We do not currently have a children's minister. Please contact oakwoodknoxsearch@yahoo.com for more information.

We are looking for a youth minister for our church. There currently is no youth minister. This will be a program (re)built from the ground up. There is a great space for Sunday School, programs, games, etc. Please contact oakwoodknoxsearch@yahoo.com for more information.

Clinch-Powell Marketing

AmeriCorps is hiring through Clinch-Powell marketing team. Marketing Specialists and Intake Specialist job openings. Visit the website to learn more www.clinchpowell.net

Manley Baptist Church Weekday Learning Center

Morristown, TN

Now hiring for Toddler class and Two-Year-Old class.

Afternoon position with a Toddler class and a position with a two-year-old class
M-F 2:30-6:00 pm. Willing to work around class schedules if possible

Email; grussell@manleybaptist.org or call 423-586-8159

NBZ – Certified Public Accountants

NBZ is looking for two accounting graduates. For more information contact:

Trent Slagle, CPA

Manager

6322 Deane Hill Drive

Knoxville, TN 37919

O: 865.584.1184 ■ F: 865.558.6192

Brown, Jack, and McDaniel, PC

Certified Public Accountants

We are hoping to hire at least two more recent graduates. We are a small firm of approximately 12-15 employees, but we are growing! An entry-level position in our firm provides opportunities for quick advancement. For more information <https://www.bjmcp.com/home>

**Finance/ Econ Intern
Nyrstar**

Nyrstar is looking for an Intern majoring in Finance/Econ to work with their finance manager and with business analytics. The intern would assist with smaller projects and have the opportunity to work with all three mine sites and the processing mill and have exposure to operations within an international company. The internship would ideally be from late May through mid-August, although the start date is somewhat flexible. The internship is paid. Interested students can reach out to Caroline.Rubash@nyrstar.com with an attached resume.

**Clyde Austin 4-H Center
Multiple Summer Camp Positions Open**

We are located in Greeneville, TN, and offer many great benefits to our summer staff. We offer free onsite housing, free meals, competitive hourly wage, and overtime. This is a great opportunity for anyone who enjoys being outdoors and working with youth.

Flyer and Application are available on the job board table in The Student Success Center or email ashaffer@cn.edu for an electronic copy.

Follett – Manager in Training

This position would include training with the store manager at one of our Charlotte locations.

- High Lever Overview
- Approximately 10 candidates, either identified from the Advancement Survey or based on conversations
- Recruiting will source candidates for the MIT program if needed
- 12-week program
- Weekly training conducted by trainers and Home Office SMEs
- Special assignments and homework administered by RM/TSM/HRBP (with answer keys)
- Address any HR concerns and conduct weekly updates with Field Leadership teams
- Recruiting to assist with placement at the end of the program.

If interested, please email Ryan Gladwin at rgladwin@follett.com

**Rehema for Kids
Mission Opportunity Kitale, Kenya**

We are looking for short and long-term missionaries to serve in a variety of capacities. The ideal person or couple would come alongside American and Kenyan staff to help children realize their God-given potential. Areas of need include administration/ office work, communications (e.g., gathering images for newsletter, e-mail, social media), supervision, coaching, farming, construction, transportation, working as a teacher's assistant, and tech support. To learn more about us and what we do visit our website rehemaforkids.org or contact Estha Trouw Madeira @ (509)405-8677.

Budget Heating & Air Conditioning

New Market, TN

We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/\$400 weekly. Duties include but aren't limited to: Handling Accounts Payable/Receivables, purchasing products, coordinating product shipping, answering phones, receiving mail, and Ordering office supplies. Understanding QuickBooks Pro is a plus but is not necessary. Running errands is necessary within this role - including picking up samples and making small deliveries/returns. Interested applicants should reply with a resume to (lindaknox@contractor.net). You will be working independently most days, so this is a super important quality to be Task-Oriented, with the ability to initiate the follow-through for task completion

Oshkosh Corporation -HR Intern

At Oshkosh, we build, serve and protect people and communities around the world by designing and manufacturing some of the toughest specialty trucks and access equipment. We employ over 15,000 team members all united by a common purpose. Our engineering and product innovation help keep soldiers and firefighters safe, is critical in building and keeping communities clean, and helps people do their jobs every day.

POSITION SUMMARY

Under the supervision of experienced Human Resources professionals, the Human Resources Intern will provide support to the HR department by working on a variety of HR projects to gain knowledge and experience in various aspects of this discipline.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist in recruiting tasks including organizing, preparing, and participating in job fairs, career fairs, campus recruiting, and interviews.

Create and maintain position descriptions for all departments within the organization.

Perform activity in our HR systems such as applicant tracking, reviewing resumes, updating requisitions, and handling confidential employee information.

Perform research and assistance for various HR projects as needed. Project examples include new hire orientation, onboarding procedures, various reports, etc.

Assist in-company training, such as Succession Planning and Performance Management.

Support the Company's Affirmative Action Plan program including regular activities, processes, and audits.

All other duties or projects as assigned.

MINIMUM QUALIFICATIONS

- Student in a Sophomore standing or greater working towards a Bachelor's degree in Human Resource Management or related field.
- Proficiency in Microsoft Office Suite required.
- Graduation date of May 2023 or later.
- This is a YEAR-ROUND opportunity. Individual must be willing to work 20 hours/week during the school year and full-time hours during summers/breaks.

PREFERRED QUALIFICATIONS

- Ability to learn new programs quickly in a fast-paced team environment.
- Outstanding communication, organizational, and leadership skills are essential.
- Cumulative GPA of 3.0 or above.

For more information and to apply https://oshkoshcorporation.wd5.myworkdayjobs.com/en-US/Oshkosh/job/Jefferson-City-Tennessee-United-States/Human-Resources-Intern_R10389

**Part-Time marketing /Farm Assistant
Stewart Heritage Farm**

The marketing assistant will help with all tasks related to marketing and promoting Alpaca fiber products. Emphasis will be placed on marketing and promoting artisan roving to hand-spinners. This position is ideal for someone who may be studying marketing or agriculture business or needing to gather some valuable experience for their chosen career. The emphasis of the position is marketing tasks; however, the person will have the opportunity to work in the barn, learning about Alpacas and their fiber (including participating in the shearing day, skirting, and sorting fleece). The majority of the work will be completed at the farm. Keep in mind, as a retail business, the fall and winter holiday seasons are the busiest times. The ability to work some weekends to participate in off-farm events is a consideration. An interest in fiber arts is preferable, but mainly looking for someone who enjoys marketing/promotion type works, doesn't mind participating in barn activities, is self-motivated, and is eager to learn.

Find out more about the farm: [Stewart Heritage Farms](#)

** Stop by student success or email ashaffer@cn.edu for the complete job description and qualifications.

If interested, please email Brenda Hanes at bhanes99@hotmail.com

**First Peoples Bank
Public Relations Coordinator – Jefferson City, TN**

The Public Relations Coordinator serves as the relationship coordinator for the bank to cultivate and promote healthy external and internal relationships through effective communication and networking. The Public Relations Coordinator also works closely with the Executive team to schedule meetings, coordinate events, and promote the bank brand and message to both the bank team members and the communities we serve.

** Stop by student success or email ashaffer@cn.edu for the complete job description and qualifications.

Interested candidates should contact:

Linda Leonard, PHR
Senior Vice President
Human Resources
(865) 350-6003 (865) 471-1277 Fax
lleonard@firstpeoplesbank.net

Precision Structures, Inc. Dandridge, TN 37725
Part-Time Administrative/Office Assistant - Schedule: Monday to Friday
Pay Range: \$450 / 25hrs weekly

We are seeking an Administrative/Office Assistant with a minimum of 1-year of experience to provide administrative support on a variety of environmental projects, including emergency response. We combine consulting and engineering with advanced analytics and technology to solve the world's most complex challenges.

Qualifications:

- Proficient in the use of the PC, specifically with the Microsoft Office suite of products (Access, Word, Excel, PowerPoint, and Outlook) and other processing programs
- Reporting experience, administrative writing skills, process management experience, organization skills, time management, information analysis, professionalism, and problem-solving.
- Ability to create professional business documents (letters, reports, memoranda, etc.) with little to no oversight or editing.
- Possess, at a minimum, a High School Diploma, Degree, or Certifications.

Responsibilities:

- Manage and maintain all aspects of data, compliance, and reporting for the company.
- Prioritize assigned tasks and complete them accordingly.
- Organize and maintain a calendar for non-Routine projects and events (e.g., will calls, shipping, non-routine tasks, etc.)
- Design data collection instruments (forms, templates, reports) by project requirements.
- Collect, compile, and summarize information from a variety of sources (e.g., reports, files, databases, individuals) in an accurate, thorough, and timely manner.
- Utilize data/information to appropriately complete, prepare, assemble, process, and/or generate reports promptly and by applicable policies, procedures, and guidelines.
- Enter data electronically in an efficient manner and in the prescribed format.
- Communicate promptly with the team regarding inconsistent or erroneous data.
- Prepare, assemble, process, and/or generate professional business documents.
- Maintain an online filing system of reports, vendor invoices, work orders, and billing data.
- Assemble data/information to appropriately respond to inquiries, questions, or requests.
- Communicate with management and peers using professional diction.
- Proactively communicate accurate information to clients in a courteous, timely, and helpful manner.
- Resolve or facilitate the resolution of problems in a courteous and timely manner.
- Maintain confidentiality and security of information and materials.
- Provide proper back-up, filing, and archiving of data and reports.
- Maintain current, accessible, and organized training materials and reference manuals.
- Assist the efforts of the Project Coordinator/Project Management.

Interested candidates should submit a letter of interest and resume via email to VanderweilGROUP@engineer.com

The review of applications will begin immediately and continue until the position is filled. We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

New-Work Fellowship
Hopkinsville, KY

STEP INTO YOUR CALLING

We are offering a year-long residency program to prepare the next generation of local church leaders for ministry. This happens by providing residents with an immersive ministry experience. Residents will gain the biblical teaching and practical experience necessary to launch them into local church ministry. Ministry training areas include the following:

Communications

Worship

Adult Groups

Missions

Student Ministry

Pastoral Leadership

Kids Ministry

Paid monthly stipend, housing, and program materials will be provided.

WHAT TO EXPECT

SPIRITUAL FORMATION:

The residency is a one-year program. It consists of a twenty-hour week that includes an immersive ministry experience. Each week begins with a focus on biblical study, spiritual disciplines, and leadership development. As the week progresses, residents will work in an assigned area of ministry.

MINISTRY EXPERIENCE:

You will do ministry in partnership with a pastoral mentor in the area of ministry God created you for.

LEADERSHIP TRAINING:

Thorough training so you can lead with biblical knowledge and confidence. Personal spiritual development for the purpose of growing in your faith and living out your call. CHECK US OUT www.NewWorkFellowship.com

WHAT IS PROVIDED:

Housing and a monthly stipend are provided. You will be building your resume, gaining experience, and doing real ministry with an exceptional pastoral team.

Contact

Cory Pitts

cory@newworkfellowship.com

Dollywood-Pigeon Forge, TN

Many internships and job openings. <https://www.dollywood.com/employment>

Southern Hospitality Internship Program – Sevier County Tennessee

Come intern in beautiful Sevier County, Tennessee, home to a \$4 billion Hospitality and Tourism industry. It's a 14-week internship for college students and recent graduates. The program will include mentoring by successful business leaders while networking in real-life work experience.

Visit southernhospitalityinternshipprogram.com

Marine Office Selection Program

As you consider future possibilities, I encourage you to consider testing yourself morally, mentally, and physically by applying for one of our Officer Leadership Programs. All our program training is completed during the summer and will not impact your pursuit of a college degree. As a Marine Officer, you will dramatically increase your marketability in the civilian sector and contribute to the world in a meaningful way.

Basic Details: Get paid to attend training over the summer.

No on-campus training, drills, or meetings- this is not ROTC!

Optional commission upon completion.

Guaranteed aviation to those who qualify. The Marine Corps is the only branch that will guarantee you a pilot seat as early as your freshman year.

No prior experience is needed. You do not have to enlist to become an officer.

If you're looking for a rewarding experience serving in one of our 29 career fields, including intelligence, cyber, communications, data, aviation, administration, and others, email Kurtis.shimek@marines.usmc.mil or call Captain Kurtis Shimek @ (615)336-3103

Technical Recruiter

M Force Staffing – Knoxville, TN

M Force has an immediate opening for a Technical Recruiter in our Knoxville, TN office. This position offers a competitive base salary plus unlimited commission potential. Candidates must demonstrate a hard-working attitude and have strong technical knowledge. Work schedule can require overtime and handling over-hour calls. Successful candidates must be able to coordinate and handle multiple projects at the same time.

This is a once-in-a-lifetime opportunity for the right person. Professional staffing is not for everyone, but if you demonstrate the aptitude and drive necessary to succeed in this field, substantial increases in pay, promotions, and the ability to grow professionally are very real possibilities. We are looking for candidates that know that they were born with drive and are willing to start on the bottom floor for the opportunity to excel.

** Stop by student success or email ashaffer@cn.edu for the complete job description and qualifications.

Interested candidates email resume:

Scott Tester

Director of Operations – Engineering & Skilled Trades Staffing

871 N Weisgarber Rd, Knoxville, TN 37909

D: (865) 246-2843 | F: (865) 240-3991 | C: (423) 943-2832

scott.testers@mforcepartners.com | www.mforcestaffing.com

Clayton Homes

Intermediate Tech Accountant: This Intermediate Tech Accountant is responsible for supporting Clayton Technology. Additional responsibilities for establishing new processes and procedures as well as Financial Reporting operations including monthly, quarterly, and year-end processes. This position works closely with Tech and Accounting leadership on a frequent basis. This position will also work closely with the Shared Services Technology Team and Accountants to provide support for strategic planning, financial oversight, and financial leadership.

** A degree in Accounting or Finance is required. Stop by student success or email ashaffer@cn.edu for the complete job description and qualifications.

Intermediate Accountant: Responsible for general ledger entries and account analysis. Will assist with all accounting related to the monthly, quarterly, and annual close presses and related financial analysis. Individuals may be responsible for, but not limited to, process improvements, research, allocations, accruals, budgets, and account reconciliation. The individual will also assist in developing queries and reports, data analysis, and special projects.

** A degree in Accounting or Finance is required. Stop by student success or email ashaffer@cn.edu for the complete job description and qualifications.

Rowdy Bear Amusement Parks –Pigeon Forge, TN – Gatlinburg, TN

We are hiring year-round for full-time and part-time positions! Day and Night Shifts available! Great staff! Great Fun! Great Pay! Great Environment! Stop by our Pigeon Forge location to fill out an application: 2155 Parkway Pigeon Forge, TN
Stop by Student Success Career Development Department or email ashaffer@cn.edu for the full job description/ requirements

Department of Children's Services – State of Tennessee

Several Job openings - For more information go to <https://tn.gov/hr/employment.html> or stop by Student Success Career Development – second-floor library.

Counterterrorism and Forensic Science Research Unit Opportunity

Apply Today! <https://www.zintellect.com/Opportunity/Details/FBI-CFSRU-2022>

*Applications accepted on a rolling basis

The U.S. Federal Bureau of Investigation (FBI) Counterterrorism and Forensic Science Research Units (CFSRU) provides technical leadership for the FBI as well as for other law enforcement and intelligence agencies through applied research and development.

What will I be doing? As a participant with the Counterterrorism and Forensic Science Research Unit's (CFSRU) Visiting Scientist Program (VSP), you will have an opportunity to enhance your professional development and increase your research capabilities and contributions by participating in forensic research initiatives utilizing state-of-the-art equipment under the mentorship of CFSRU scientists. The VSP will expose you to a research environment in a high-security government facility and provide an opportunity to perform research in areas of interest unique to law enforcement and national security.

Stop by Student Success Career Development Department or email ashaffer@cn.edu for the full job description/ requirements.