



Albany State University has partnered with the Marine Corps Logistics Base to provide unpaid internship opportunities for students. This is a great opportunity to network and gain work experience that will enhance a resume! Students should contact the appropriate college representative and be prepared to provide a cover letter and resume for the desired position.

Daniels Family Fitness Center 3 Positions

- (1) Recreation Attendant: responsible for learning and supporting the day to day operations.
- (2) Shadowing Certified Personal Trainer: serve as support for the High Intensity Tactical Training (HITT) site.
- (3) Intramural Sports Assistant: responsible for learning various levels of Intramural Sports.

Public Affairs Office / 1 Position

Assistant: limited journalistic knowledge required, making this position attractive to students with a journalistic, marketing, English, Web or communication background. The intern will upload articles and images to both the Base website and Facebook/Twitter sites; take general photos, write captions, conduct basic interviews, and possess good telephone etiquette along with superior customer service skills. The position will work in a controlled office environment with some work being done outdoors, weather permitting. A basic knowledge in some or all of the areas identified will

increase success; however, the student will be trained thoroughly in all areas. Great customer service skills and attitude are paramount.

Auto Skills / 2 positions

Both positions will be as Automotive Shop Helpers that will learn the overall day to day operations of an Automotive Facility.

Food & Hospitality / 1 Position

Position will be used to shadow the office manager for the overall day to day operations of the restaurant/club business.

Retail / 2 Positions

Both positions will be used to shadow the retail store managers for the overall day to day operations of the retail business.

Communication and Information Systems Division / 4 Positions

- (2) Telecom Network Inventory: assist with equipment inventory (must be able to carry 15 lbs and climb a ladder – Autocad experience desired)

(1) Telecom Network Diagrams/Telecom Process: flow diagrams (must be able to carry 15 lbs and climb a ladder – Autocad experience desired)

(1) Operations Position: Information Technology Service Management (ITSM); assist with incident; change and service asset configuration management; assist inventory and labeling of unclassified workstations; assist with validating and updating configuration management database; and assist with Queue Management. Skills: entry level knowledge of Information Technology Service Management (ITSM) and Information Technology Infrastructure Library (ITIL); and have some familiarity with Information Technology (IT) systems and processes.

Cybersecurity Branch / 1 position

Intern will research policy and regulatory requirements for updates; research vulnerabilities and writing draft mitigation strategies; and learn war driving, which is scanning for wireless hotspots on base. Computer Science or similar discipline preferred, technical background required.

For assistance with creating a cover letter and resume contact the Career Center
<https://www.asurams.edu/student-life-activities/career-services-home/>

Contact for more information

Albany State University

Darton College of Health Professions – Ms. Sarah Brinson
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College of Arts & Humanities – Dr. Charles Ochie
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