

# UNIVERSITY BUSINESS INTERNSHIP PROGRAM

This year long paid internship program will integrate the student intern in a cross-departmental experience in business functions that support the mission of a higher education institution.

Over the course of the academic year, the intern will work in 3-4 different functions, in their chosen higher education business area, gaining a broad perspective on the critical administrative functions that support the academic mission in higher education and the positive aspects of a career in the business of higher education, to include:

- Human Resources
- Facilities Management
- Finance
- Safety and Security
- Business Operations



## BENEFITS

- Experience in a fast-paced professional workplace
- Skill development translatable to other business environments
- Exposure to career opportunities at the university
- Recognition on your official transcript
- A mentor/intern relationship for guidance and skill development

## REQUIREMENTS

- At least a 3.0 GPA
- Class standing must be Junior year or above
- Application
- Resume
- Interview
- For students pursuing a 4 year degree



## INTERNSHIP DETAILS

- 30 week academic year program
- Rotational experience across multiple departments within a major functional area
- Paid internship
- Dedicated mentor
- 10 hrs/wk average commitment

**APPLY HERE:**

<https://careers.umbc.edu/umbcworks/>  
Applications are due by 3/16/2018

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**The Human Resources Internship** will provide direct experience in support and professional services available to current and prospective employees, and management in the areas of employment, benefits, compensation and classification, training and development, payroll, labor relations, policy, administration, and human resources data management and reporting. This could include participation in projects designed to enhance HR services, promote employee engagement, and develop strategies that attract and retain a valuable workforce.

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**The Facilities Management Internship** will introduce the intern to the various aspects employed to plan, design, construct, operate, and maintain campus buildings, grounds, and utility systems. The intern will be exposed to the business practices and tools used to resolve trouble calls, contract for professional services, manage construction projects, and deploy the talented and skilled workforce required for stewardship of the campus's physical resources. Special projects may include development of GIS applications, assisting with sustainability measures, and analyzing space utilization.



**The Finance Internship** will involve the intern in the various aspects of the financial management that support UMBC. This will include financial accounting and reporting, student billing, the university budget, and the analysis and communications skills necessary for success in these endeavors. The intern will gain an understanding of the interdependent relationship of these areas essential to support effective and efficient financial operations.

**The Safety and Security Internship** will provide opportunities for the intern to assist in crime scene investigations and search warrant operations, analysis of evidence, property collection and documentation, ComStat analysis of criminal activity and plan response, participate in emergency response exercises and critical incident risk assessments, and other day-to-day police and risk management operations.

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**The Business Operations Internship** will give the intern a variety of experiences in the areas of contract negotiations and management, buying goods and services, tracking revenue generation, audit and customer service. This could involve campus dining services, the bookstore, campus card, audit review, leases and other general business operations.

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