

## Accounting/Finance Intern

### Job Description:

#### Features of the Program

The intern program currently includes 17 rotations in various financial departments. Approximately every 6 months, in May/June and December, interns rotate to a new department allowing the student the most exposure to different departments and personnel. Participating departments include:

Accounts Payable (3)  
Senior Segment Finance (2)  
ASO Customer Reporting  
Budget  
Profit Plan (2)  
Internal Audit  
Financial Operations (2)  
Tax (2)  
Treasury/Investments  
Humana Foundation  
Risk Management

#### Duties and Responsibilities

Although responsibilities will vary by department, the following are examples of typical job duties:

Account reconciliation  
Processing of accounts payable  
Variance analysis  
Preparation of audit schedules  
Preparation of tax schedules  
Spreadsheet preparation and analysis  
Monthly journal entry preparation

### Job Qualifications:

#### Requirements for Entry into the Program

- Major in Accounting or Finance, enrolled in 9 hours or more each semester
- Current overall and accounting/finance GPA of 3.0 or better
- Ability to work 20-25 hours during the school year
- Organized, self-motivated individual who can juggle school and work assignments
- Knowledge of spreadsheet applications

#### Salary and Benefits

Starting wage per hour is \$12.00, with semi-annual increases of \$0.50. In addition, monthly parking is currently offered at one of several garages at a charge of approximately \$7.12 per bi-weekly pay period (compared to \$6-\$10 per day at most downtown garages located near the Humana building). Interns are also paid for the same holidays as full-time employees, depending on their weekly schedule, and are eligible to participate in the company's 401K plan.

Salary: \$12.00/hour

# Audit Intern

## Job Description:

Audit Staff Intern

The external audit services include:

Audits of Financial Statements, including reviews of quarterly financial information  
Audits of internal control over financial reporting including Sarbanes-Oxley Section 404  
Agreed Upon Procedure  
Other attest related services

Technical and Professional Responsibilities:

Develop an understanding of the audit approach, methodology & tools  
Establish working relationships with client personnel  
Perform analytical review of audit documents  
Review client accounting and operating procedures and systems of internal control  
Identify accounting and auditing issues; perform research to solve issues that arise  
Exhibit a professional, business-like demeanor  
Prepare financial statement reports and documentation supporting audit opinions  
Apply concepts of risk assessment  
Design and perform tests of internal controls  
Provide recommendations for improved controls and enhanced business efficiency  
Personal and Practice Development:  
Pass the CPA exam  
Take proactive career steps — set goals and career plans with advisor/career counselor  
Develop excellent professional oral and written communication skills  
Continually develop through our curriculum of eLearning modules and local and national training programs  
Support organization and function initiatives

## Job Qualifications:

Bachelor of Science/Business Administration or Master of Science in Accounting  
Must meet minimum requirements to sit for CPA exam before beginning full-time employment  
Strong academic credentials (Minimum GPA of 3.0)  
Relevant work experience (e.g. internships, summer positions, school jobs)  
Demonstrated leadership, problem solving, and strong verbal and written communication skills  
Ability to prioritize tasks, work on multiple assignments, and manage ambiguity  
Ability to work both independently and as part of a team with professionals at all levels  
Willingness to travel for out-of-town engagements

Salary: 18.00

## Direct Sales Intern

### Job Description:

Responsibilities (will include but not limited to):

Coop will be responsible for owning and managing sales tools used for generating business through new and existing customers.

Contacting new potential customers and existing customers via phone, gathering current product and contact information, with a focus to drive the Brand to facilitate Direct Sales managers.

Administrative and organizational projects to simplify transactions and expedite sales.

Develop product knowledge, conduct market analysis of territories, and facilitate the development of territory strategies and action plans.

### Job Qualifications:

Coop must be motivated, deadline oriented and able to effectively multi-task to support the Direct Sales team.

Proficient with the Internet, Microsoft Excel, Outlook, and Word.

Excellent communication and organization skills.

Demonstrated ability to succeed in self-directed environment.

Demonstrated excellence in interfacing with customers.

Goal-oriented individuals who seek professional developmental opportunities.

Pursuing or completed Bachelors degree BS or BA; preferred Sales/Marketing or Business related

Desired:

2 or more years of experience in related field.

Salary: 10-12

## HR Specialist Intern

### Job Description:

Desire to work with a team in all aspects of Human Resources. This position will require a commitment of eight hours a week. The ideal candidates experience will include, but not be limited to, the following:

Maintain applicant tracking for all incoming and processing candidates.

Speak with candidates that may be interested in positions available with the company and setting them up for interview appointments.

Familiarity in various processes that may include review employment files, logging training and development time and filing.

May perform duties that involve employee communications such as verifying training request and employment referrals.

Successfully working directly with HR Manager and Recruitment and Retention

Professional and others to provide high quality, well coordinated and proficient solutions for a variety of projects.

Actively participate in meetings to represent HR.

The preparation of new hire orientation documents, agendas and related processes surrounding that.

This position has duties and tasks that are frequently non-routine. Will also perform other related duties or assignments incidental to the work described herein.

### Job Qualifications:

Microsoft Office Suite proficiency. (Outlook, Excel, MS Word, etc)

Exhibits "self starter" characteristics.

Ability to properly assess and then take appropriate action to identify and solve problems.

Exhibiting a high sense of personal motivation and urgency.

Familiarity working with a dynamic and constantly changing work environment.

Other activities not specified here, that may become necessary as the Company, position or the marketplace evolves with the changing business environment.

### Ideal Education, Registrations and Experience:

0-2 years of professional experience.

Demonstrated ability to handle several administrative tasks which require a high degree of attention to detail/quality of work

Salary: TBD

## **International Business Research Intern**

### Job Description:

Assist Trade Specialist with international market research, international business seminars, trade missions and other programs to support member companies engaged in global sourcing, importing, exporting and foreign investment.

### Duties:

- Complete a comprehensive reading list of books, PowerPoint presentations & web sites related to international trade to develop solid foundation on the basics of importing and exporting.
- Research foreign markets, products, industries, suppliers, distributors, standards, regulations, documentation and export/import compliance issues to help Kentucky companies commence or expand their international operations.
- Write or update one Going Global Series article per term.
- Help with planning international business seminars, events and foreign trade missions.
- Attend all international trade seminars and programs to education students and give them opportunity to network with potential corporate employers.
- Spring interns help set up corporate meetings for 40+ foreign dignitaries and trade attaches from foreign Consulates & Embassies in the U.S. for World Trade Day event.

### Job Qualifications:

- Junior or higher class standing; graduate students especially encouraged.
- A second language is preferred, especially Spanish, Portuguese, Arabic or Mandarin Chinese.
- Basic Computer Skills (Word, Excel, PowerPoint, Internet)
- Strong career interest in international business

Salary: Unpaid; Course Credit if Offered; Parking provided

## Management Intern

### Job Description:

- \*Provides feature gap analysis and market analysis on competitor products and consumer preferences against current product mix.
- \*Assists in developing a multi generational product strategy in line with customer preferences and leverages opportunities for marketplace growth.
- \*Coordinates with timelines, key review dates, and functional deliverables.
- \*Manages computer database (SPP Super Product Plan) to ensure coordination and execution across the functions (model initiation, validation process)
- \*Prepares product and sales reports for the managers on the team.
- \*Prepares analysis for key project (marketing) review points.
- \*Assists in formulation of market strategy, including product placement, price points, and distribution management.
- \*Coordinates marketing activities between design, sales, advertising, production, engineers, quality, and sourcing.

### Job Qualifications:

- \*Must be a full-time student and currently a junior/senior undergrad or grad student at an accredited school/university
- \*Must have at least a 3.0 cumulative GPA
- \*Must be willing to work up to 40 hours/week during school breaks and up to 19 hours/week during school .
- \*Must be a self-starter and able to work with little supervision and have strong desire to learn.
- \*Co-op must be motivated, goal-oriented, and have the ability to multi-task.
- \*Co-op must be knowledgeable with the Internet, Microsoft Excel, Outlook, and Word.
- \*Must have outstanding verbal and written communication skills.
- \* You must be 18 years or older.
- \* You must be willing to take a drug test as part of the selection process.
- \* You must be willing to submit to a background investigation as part of the selection process.
- \* You must have unrestricted authorization to work in the United States

Salary: \$11/hr

## Marketing Intern

### Job Description:

Participate in weekly property walk-through to assess signage needs.  
Review print media for competitor ads, identify ads to clip and assemble competitor ad packet.  
Assist Advertising Services Representative with display and insertion of signage and advertising materials on the property.  
Assists with any on-site photo shoots or broadcast media production.  
Attend Marketing Department meetings when applicable and schedule allows.  
Assist with the routing of proofs to appropriate departments for approval.  
Assist with distribution of monthly calendar collateral to employees and guests.  
Write and distribute press releases and media advisories.  
Maintain accurate media contact list.  
Compile marketing research when needed.  
Obtain quotes from external vendors for collateral needs.  
Maintain accurate billing records and assist with billing coding.  
Assist Direct Marketing Specialists with coupon redemptions and tracking.  
Organize and maintain Direct Marketing collateral binders and sample stock.  
Update player database with mailing address changes.  
Assist Direct Marketing Specialists with data and collateral proofing.  
Assist Direct Marketing Specialists with special projects.  
Assist Event team with data entry, form creation, and asset procurement research  
Assist Event team with drawings and promotion execution

### Job Qualifications:

Prefer advertising or marketing majors who are 21 years or older.

Salary: Unpaid/Bonus eligible at end of term

## Portfolio Analysis Intern

### Job Description:

One of the worlds leading insurance and financial services organizations offer a diverse portfolio of products principally in life insurance, pensions and related savings and investment products, as well as accident, health and general insurance. We operate in the rapidly changing world of life insurance and financial services -- a global market.

The Investment Management Division is the investment manager for the operating companies. We currently have over \$120 billion of assets under management, including public bonds, private placements, commercial mortgage loans, equities and alternative investments.

### PORTFOLIO ANALYSIS INTERN

The Investment Management Division currently has an internship opportunity available with the Portfolio Analytics Group in the Investment Portfolio Management department.

He/She will assist the Portfolio Analytics Group providing analytical, organizational and reporting support to the team of portfolio managers that manage the asset portfolios. Accurate and timely analysis is necessary to adequately support portfolio decision-making. The incumbent will assist in gathering and organizing data necessary to develop, maintain, and report on various portfolio characteristics, and provide daily support to Portfolio Managers. Candidate will contribute to the group's research and modeling efforts on relative valuations and other investment ideas that enhance the portfolio returns. The incumbent should possess a good business understanding of finance and fixed income investments and the ability to develop creative solutions - using spreadsheets, databases, analytic software, graphics - to analytical problems.

The timeframe for this internship is expected to be 6 – 12 months.

### Job Qualifications:

This position requires a high level of commitment to the task, the ability to work independently with periods of minimal supervision, and a strong sense of ownership for data integrity and accuracy. Qualified candidates must possess excellent verbal and written communication skills, a strong working knowledge of Excel and Microsoft Word and strong Mathematical skills. Working toward degree in math, finance or economics required. Students starting their Junior year or higher (including grad school) will be considered. Previous investment experience and demonstrated use of quantitative analytical tools and databases is preferred.

Salary: \$15.00 to \$20.00/hour



# Sales Internship

## Job Description:

This opportunity offers undergraduates the opportunity to learn the processes and workings of a radio station, specifically the sales department. Interns will assist in the daily activities of the Sales Department. This is an interactive and dynamic internship that relies on the intern to be self-motivated and disciplined, with a passion for learning. Duties to include assisting with sales promotional events, client research projects, identifying prospects, monitoring stations, using sales tools, preparing a basic presentations, and creating sales marketing materials that will be used to up sell current clients and sell prospects advertising campaigns on all five stations.. The intern will participate in sales and promotions meetings and go on actual sales calls with account executives to learn about the sales process. The intern will also work on sales initiatives that connect radio advertising with online advertising opportunities. Familiarity with Microsoft Word, Excel, PowerPoint, and the Internet is a must.

## Job Qualifications:

Current undergraduate college student.

Internship must be taken for credit.

Available to work a variable 15 hours a week.

Familiarity with the stations, and the Louisville market is preferred.

Previous media experience (school, internship, or professional) preferred.

Must have excellent written and oral communication skills.

Must be able to work independently

Must be responsible, organized, dependable, and show good judgment, initiative, and creativity.

Salary: unpaid

## Store Executive Intern

### Job Description:

As a Store Executive Intern, you will work in all areas of the store: Logistics, Human Resources, Assets Protection, Guest Service, and Sales floor. In addition, you will have the opportunity to select a special project that allows you to focus on one area of a leader's responsibilities within the store. Through this comprehensive training program, you will gain a significant knowledge base, and have the opportunity to make an impact in Store as an executive in training and project leader. In addition, you will work closely with team members and members of the senior leadership group. You will return to school having strengthened your leadership and project management skills. You will learn about what it means to work in Retail and gain a better understanding about the opportunities the Store has to offer.

- 10 week internship program
- 400 total hours
- Paid training and opportunity to receive school credit

### Job Qualifications:

Skills we're looking for:

Senior class standing or entering into your senior year preferred

All majors are encouraged to apply (management and business majors are preferred)

Participation in school or extracurricular activities and experience in leadership roles

Ability to communicate clearly and effectively in all situations

Problem-solving skills, assertiveness and strong initiative

Team orientated thinking

Desire to learn about a career in retail management

Salary: 14.00

## Special Events / Marketing Intern

### Job Description:

Seeking a special event intern to help plan and produce our campaign.

- Assist with planning and execution of event logistics
- Support direct marketing efforts to recruit participants and volunteers
- Foster relationships with sponsors, clients, participants, volunteers, and vendors
- Support cultivation activities for top fundraisers & teams
- Create and assist with grass roots efforts to promote to specific target markets
- Execute strategy to communicate the company mission throughout campaign
- Manage participant incentive tracking and fulfillment projects
- Respond to informational requests from participants and volunteers
- Assist in making follow up calls to participants, vendors and potential donors
- Take registrations and enter information into database as needed
- Extract information from the database
- Work on a variety of administrative jobs as they arise in the department
- Participate in post event wrap up and analysis
- Work on a variety of administrative jobs as they arise in the department.

### Job Qualifications:

This position requires the ability to follow assignments, be comfortable on the phone, be creative, set priorities, multi-task, work toward goals, be detailed oriented, work independently and as a team member, and act professionally in dealing with the public. Good communication and problem-solving skills and a pleasant demeanor are essential. Nonprofit and event planning experience desired.

Salary: This is an unpaid internship.