

## International Business - Student Internships

Good people are hard to find! Is your business involved in importing, exporting, trade-related services or part of the transportation sector? Need an extra hand? Are you overworked on certain projects? Do you have back burner projects that never seem to make it to the top of the pile? Are you planning for growth? If so, have you considered an NSCC international business student internship?

Between January and April of 2014, twenty job-ready students who are finishing their 3rd-year at NSCC will be seeking a four month internship to complete their credit requirements for the Advanced Diploma in International Business program. This program was identified as one of Nova Scotia's top ten most innovative programs and these students are keen to work and capable of working in almost any aspect of your company's business. A lot can be accomplished in four months so express your interest early if we can help. Contact details are provided below and process details are provided on the following page.



### Typical Projects Include

- Customer Service Support
- Sales and Marketing Assistance
- Logistics Coordination and Support
- Market Research
- Inside Sales
- Newsletter/Website Development
- Trade-related Administrative Support
- Consulting and planning support

*"The internship is a great way to find good employees. We have been impressed with how quickly these students have been able to fit in and adapt to the busy pace of our business"*

*Geoff Lebens, Director, Rolls Royce Canada Ltd, Naval Marine*

*"By partnering with NSCC's International Business program we have found a niche that has exceeded our expectations. The student interns are keen and diverse and they have become important contributors in a range of roles within our organization"*

*Ruth LeBlanc, Director of Administration, Armour Transportation Systems*



### Contact Us With Questions:



Note that interns are typically paid \$6K-\$10K for the 4 month internship period but we are open to any offers that fit your needs

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## Selecting an Intern

If you are considering an intern for January 2014, you will want to ensure that the person you select is the right fit for the role that you have in mind and for your company. You will also want someone who can learn quickly and hit the ground running. Yet finding the right candidate for certain roles can sometimes be a challenging process and we know that your time is valuable so we focus on you and your needs first and then we have a streamlined process in place that will help you identify the best possible candidate quickly and efficiently.

**Step 1** – Please send us a single email request that contains the following information:

- An indication of where the internship will take place
- A link to your company website
- An informal role description (bullet points are fine) that explains the nature of the internship activity
- A list of any individual strengths or specific skills that are particularly important
- The proposed compensation for the internship period (note that most employers typically offer between \$6K-10K for the entire four-month internship period)
- A phone number and email address for the person who will serve as a point of contact for the internship

**Step 2** – We will contact you to review your submission and, once we are clear on your needs, we will forward the opportunity to the internship candidates and solicit resumes from those who are interested.

*Note - Our candidates typically factor in the location, the industry sector, the type of role and the compensation level being offered and then each will decide whether or not to apply. From those who do apply, we shortlist the most suitable candidates and forward a maximum of five resumes to you for consideration (based on our own assessment of best fit).*

**Step 3** – Based on the resumes that are sent to you, you are asked to contact and interview as many of the shortlisted applicants as you like. Once you have identified a suitable candidate, you should make an offer to the candidate and make sure that the candidate accepts (this can be done verbally at first but whatever is agreed upon should ultimately be summarized in an email to the candidate). If a suitable applicant is not found, you are under no further obligation.

**Step 4** – If an internship offer is made and accepted by one of our candidates, we will have a few basic forms that will need to be completed. However, the reporting requirements during the internship are kept to a minimum. Once the internship begins, we make a simple email query at the end of each month (between January and April) and ask for a couple of quick paragraphs of feedback to make sure that all is going well.

**Step 5** – We normally also schedule one brief site visit (15-20 minutes) to the workplace at some point during the internship 4-month period, and once the internship is complete, we will ask you to provide the intern with a formal letter of reference (i.e., a letter that speaks to the interns strength) that can be used by the graduate in the future. Also, our interns are available for permanent hire at anytime during or immediately after the internship (if that option is of interest to your company).

**Getting Started** – Internship matching occurs between September and December each year, and we often have more company requests than we can accommodate so be sure to contact us early for the best possible choice of candidates to meet your specific needs.