It’s Your Turn to Intern

ACADEMIC INTERNSHIP OPPORTUNITY
Promise Development Corporation

Organization/Representative: Promise Development Corporation (formerly North Memphis CDC)

Where: Memphis, Tennessee

Details: The Promise Development Corporation is currently seeking highly qualified student to fill a fall 2014 academic internship. All interested junior and senior students, especially those students in the division of Business and Economic Development (Business Administration), are encouraged to apply. The intern will perform extensive office administrative duties.

Requirements:
• Good academic standing
• Reporting, Administrative writing and Microsoft Office skills
• Managing Processes
• Analyzing Information
• Problem Solving
• Supply Management
• Inventory Control
• Excellent Verbal Communication
- Professional Resume
- Statement of interest
- Three references
- Division chair or professor approval.

Application Deadline:         September 2, 2014

Contact:                      Wanda Blair-Jones, CASE Office
                              Call (901) 435-1532 for an appointment or
                              e-mail: wanda_blair-jones@loc.edu.