

Our goal is a "Meetup Everywhere about Most Everything", and we're on our way. We help people use the internet to get off the internet and form local community. Meetups make a difference in people's lives and can change the world. We're fast-growing, based in downtown New York City, venture capital-backed, just-turned-profitable, and a great place for top talent to do their best work.

At Meetup, Human Resources is called Team Development because what we do is so much focused on growth and giving the Meetup Team tools for success. We're not your average corporate HR types, we are passionate about what we do and have an at-times non-traditional approach to recruitment and HR practices. Right now, our focus is on growth. We're looking to add a spot to our team for a talented intern to help us find those stars out there that want to make a difference. The core of this internship will be recruitment, so if you're looking to get a taste of how hiring works at a profitable web company, this might just be the spot for you!

**Job Responsibility:**

- Sourcing candidates - primarily for tech positions, but non-tech as needed
- Initial phone screening for non-tech positions
- Updating job postings
- Research/benchmarking projects
  - Other projects and support as needed

**Job Qualifications:** A college student majoring in Business, HR Management, Sociology or Organizational Psychology who is seriously considering a career in Human Resources

- A self-starter with a natural curiosity about people
- An articulate communicator who is on the phones
- A web native – you're connected to twitter and facebook all.the.time. (except when you're supposed to be working, of course!)
- Someone with a previous HR internship a plus
- Member of SHRM Student Chapter a plus
- Every member of the Meetup Team is expected to: be an Innovator; be a Collaborator; be a Champion for their ideas; be an Expert; have High Standards; be dedicated to the power of self-organized groups and our mission of A Meetup Everywhere About Most Everything ("MEME"); and most importantly, Get Stuff Done That Makes a Difference!

If the above describes you and your passions, we want to hear from you! Please note, resumes without cover letters will not be considered.

<http://hire.jobvite.com/CompanyJobs/Careers.aspx?nl=1&k=Apply&j=o0thVfwp&s=HotJobs>

## Tower Group Companies

### Finance Intern

Tower Group Companies is a publicly traded (NASDAQ: TWGP), growing Property & Casualty firm whose home office is located at 120 Broadway in downtown Manhattan, and cited for the last two years by Crain's New York Business as one of the fastest-growing companies in the New York area. Tower delivers a broad range of property and casualty insurance products and services through an extensive network of wholesale and retail brokers and agents and is expanding nationwide through targeted acquisitions and organic growth.

This position is one of a number of paid internship positions Tower will be providing this year within the various divisions of our organization. Visit us on [www.twrgroup.com](http://www.twrgroup.com) to learn more about Tower Group Companies.

The salary, bonus and benefits package is competitive. Interested candidates should apply online at [www.twrgroup.com/job\\_postings.html](http://www.twrgroup.com/job_postings.html).

#### Job Qualifications:

Must have experience with Visio  
Strong business acumen, resourcefulness and flexibility  
Strong ability with Microsoft Office including Excel/Word/Powerpoint  
Ability to multi-task and prioritize

Who should apply: Qualified individuals will be a current student pursuing an undergraduate/graduate degree in Finance or Accounting

<http://jobview.monster.com/Summer-Intern-Finance-Job-New-York-NY-87790794.aspx>



FBR Capital Markets provides investment banking, merger and acquisition advisory, institutional brokerage and research services. FBR Capital Markets focuses capital and financial expertise on eight industry sectors: consumer, diversified industrials, energy & natural resources, financial institutions, healthcare, insurance, real estate and technology, media & telecom. FBR Capital Markets is headquartered in the Washington, D.C. metropolitan area with offices in Arlington, VA; Boston; Dallas; Houston; Irvine; New York; San Francisco; and London, England.

FBR Capital Markets' Vision is to be the pre-eminent global investment bank serving middle market companies and those who invest in them by providing innovative ideas that create value and delivering an unmatched focus on execution.

### **Summary of Position**

The Summer Research Associate position is an opportunity to develop skills in financial analysis using a variety of modeling and valuation tools. The Summer Research Associate will assist in the financial analysis of companies under coverage, draft industry and company-specific reports, and undertake specific proprietary research projects. FBR offers unique opportunities for a Summer Research Associate to work closely with professionals at all levels.

Summer Research Associates are MBA candidates in 2011 at a leading institution. Candidates must have demonstrated leadership in their school activities, maintain a solid GPA and be willing to complete tasks as assigned. This temporary full-time exempt position will be paid a base salary.

### **Qualifications**

- Understanding of relevant financial, mathematical and accounting techniques
- Ability to analyze data, identify problems and apply creative solutions
- Good verbal and written communication skills with the ability to express ideas in a confident, organized manner
- Ability to work in teams in a fast-paced environment
- Ability to organize time well, set proper priorities and deliver according to expectations.
- Proven proficiency with Microsoft Office, specifically Excel, PowerPoint and Word

<http://jobview.monster.com/Summer-Research-Associate-Job-New-York-NY-US-87657377.aspx>

About.com  
Marketing Intern  
New York, NY

About.com a leading web property owned by The New York Times, is seeking a college student pursuing a degree in marketing, or a related field, to join us as a summer intern. While assisting the eight-member marketing staff in many projects, the intern will have a unique opportunity to learn about marketing, research and communications.

Job Responsibilities include:

- Assist in the planning and logistics of trade events
- Interpreting research to gain insights about About.com's users and competitors
- Provide general assistance in the marketing activities of About.com
- Work with external advertising media partners
- Assist with budget and invoices
- Keep informed of current online trends and competitor developments
- eNewsletter tracking
- Assist in brand marketing initiatives and dealings with ad agency

<http://jobview.monster.com/Intern-Marketing-Job-New-York-NY-87508942.aspx>



Barnes & Nobles  
Marketing Intern  
New York, NY

Job Description: The intern will have the opportunity to participate in regular meetings with the Sales team to develop fresh ideas and approaches to assist with our sales efforts.

Job Responsibilities: The sales intern will assist the National Account Managers (NAM) within the sales team with a number of hands-on projects, which may include:

Work closely with marketing manager to identify department objectives and sales strategies

Maintain and expand existing marketing programs

Work with marketing manager to update collateral materials, online marketing programs, and more

Develop and maintain print and online collateral materials

Maintain content on Custom Bookstores

Create and drive corporate specific promotions

Monthly communications to key corporate clients

Liaison with production, marketing and creative teams

Work with creative team to prepare materials for promotions; banners, flyers etc.

Job Qualifications:

At least a 3.0 GPA

Excellent communication skills both verbal and written

Ideal candidates are bright, outgoing, self-motivated, enthusiastic, and detail-oriented

Exceptional organizational skills and ability to multi-task

Experience with Microsoft Office products

Candidate must be a Junior or Senior

[http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=QHKCVGV&ff=21&APath=2.21.21.0.0&job\\_id=J3I3WZ6CM7F32W2GS8B](http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=QHKCVGV&ff=21&APath=2.21.21.0.0&job_id=J3I3WZ6CM7F32W2GS8B)



The Weissman Center for International Business has learned of a Summer 2010 **Fashion Design/PR** Internship opportunity at **JonValdi Couture in NYC**. Intricate detailing, innovative textile design, architectural silhouettes, and impeccable construction define JonValdi. From the beginning, Meizler and Valdivia's unique sensibility attracted a discerning clientele. Celebrities such as Charlize Theron, Halle Berry, Vanessa Williams, Cameron Diaz, David Duchovney, Keanu Reeves and Richerd Gere were dressed by JonValdi. Their designs also appeared on the red carpet, Television shows, music videos, and feature films including, Magnolia, Face Off, X-Men, Soul Food and Charlie's Angels. Articles and Fashion editorials featuring JonValdi have appeared in several renowned US publications such as Vogue, Harpers Bazaar, W, ELLE, GQ, NY Magazine, as well as European and Japanese Publications. For further information about JonValdi please refer to their website, [www.jonvaldi.com](http://www.jonvaldi.com). A general description of this position may be found below.

#### **Responsibilities/Tasks**

- Illustrating, sourcing fabrics, trims and cutting
- Engage in design research
- Mood boards and product development
- Assist the Design team, Pattern Maker and Seam Stress
- Light hand work, some administrative and computer work.

#### **Skills**

- Competent Organizational Skills
- Unique design sensibility and great personality

#### **Additional Information**

- Open to both Undergraduate and Graduate students
- Open to students interested in Music, Marketing, Management, Business Communication, Communications or Undecided majors
- **Candidates should be computer literate, possess strong writing skill, and demonstrate interest in the following fields:**
  - *Marketing, Business Communications, Corporate Communications, Fashion Design, Public relations*
- **Unpaid**, Registration for credit is optional
- **Duration:** Summer 2010
- **Hours:** Part time, flexible schedule
- **Location:** 36 west 56<sup>th</sup> Street, NY 10019

Please email interest in opportunity at [Anisha.arora@baruch.cuny.edu](mailto:Anisha.arora@baruch.cuny.edu) by **Saturday, May 8, 2010**.

**When you email: Please mention "JonValdi- Fashion Design Internship" in the subject line.**

**NOTE: RESUME AND COVER LETTER IS REQUIRED!! Please attach it along with your response.** Cover letter must describe your professional interest in the internship, unique design sensibility and skills!

The Weissman Center for International Business would like to share with you another **Summer Internship Opportunity** in **PR-Marketing** at **Jon Valdi Couture**. Its Luxury Fashion design House is looking for talented, motivated and self driven interns to work along our P.R, marketing and sales team.

**Responsibilities include:**

- Scheduling appointments with, editors, stylists, and retailers.
- Exceptional writing skills (collection descriptions and press releases)
- Computer and administrative work.
- Organizational skills are a must...

**Additional Information**

- Open to both Undergraduate and Graduate students
- Open to students interested in **Management, Marketing, Journalism/Writing, Fashion, Communications, Entertainment, Operations or Undecided majors**
- **Unpaid** , Registration for credit is optional
- **Duration:** Summer 2010
- Hours: Part-time, flexible schedule
- **Location:** 36 W 56th St, NY 10019

**Please email interest in opportunity by Friday, May 7, 2010.**

**NOTE: COVER LETTER IS REQUIRED!! Please attach it along with your response.** It must describe your professional interest in the internship!

**Please email interest in opportunity at *Anisha.arora@baruch.cuny.edu* by Saturday, May 8, 2010.**

**When you email: Please mention “JonValdi- PR/Marketing Internship” in the subject line.**

**NOTE: RESUME AND COVER LETTER IS REQUIRED!! Please attach it along with your response.** Cover letter must describe your professional interest in the internship, unique design sensibility and skills!

The Weissman Center for  
International Business  
Zicklin School of Business, Baruch College

**SUMMER INTERNSHIP OPPORTUNITY  
WITH SOHO PLAYHOUSE**

(<http://www.sohoplayhouse.com/>)

*Soho Playhouse is a historic a colonial mansion that served as headquarters for General George Washington and later home to Aaron Burr. It serves the downtown theater community as an historic 199 seat Off Broadway venue. The Huron Club below is an intimate 55 seat cabaret and bar steeped in the history of Old New York.*

*The main floor theatre is home to Playwrights Unit Workshop under the direction of Edward Albee. It was on this stage that Mr. Albee produced many first works of Terrance McNally, John Guare, Lanford Wilson, Sam Shephard, AR Gurney and Leroi Jones.*

**The intern will:**

- Assist in fundraising events and grant writing
- Help in designing a successful appeals letter

**Skills:**

- The candidate must be outgoing and with a personality that is assertive, convincing, yet professional in demeanor
- Excellent communication skills (written and spoken)
- A good knowledge of Microsoft Office Word and Excel

**Additional Details:**

- **Requirements:** Undergraduate students interested in **Marketing, Management, Entrepreneurship, Communication and Theatre**
- **Hours:** Part Time
- **Location:** Historic Van Dam Street, Soho

**In order to apply for this internship, please send an updated resume to Anisha Arora at [Anisha.arora@baruch.cuny.edu](mailto:Anisha.arora@baruch.cuny.edu) by Wednesday, May 5, 2010. When you email, put **“Soho Internship Flyer – Summer 2010”** in the subject line.**

The Weissman Center for International Business  
Baruch College-The City University of New York  
137 East 25<sup>th</sup> Street, 8<sup>th</sup> Floor  
Tel:(646) 312-2070 Fax: (646) 312-2071

The Weissman Center for  
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Zicklin School of Business, Baruch College

**SUMMER INTERNSHIP OPPORTUNITY WITH  
TRANSCONTINENTAL MUSIC PUBLICATIONS**

[www.transcontinentalmusic.com](http://www.transcontinentalmusic.com)

**For students interested in:**

**Music, Marketing, Management, CIS, Business Communication, Project/Event  
Planning, Public Relations, and Entertainment Industry**

*Transcontinental Music Publications, a division of the non-profit URJ Books, is a well-respected music publishing house of Jewish sacred and cultural works, with products ranging from through-composed worship services and individual choral octavos to lead sheet folios of popular contemporary Jewish songs.*

*TMP is currently engaged in several new projects geared toward growth, including a complex new Web site and commerce interface, digital audio sales, copyright registrations, on-demand printing, and product classification listing that populates the Web site and aid customer service personnel.*

*The Intern will assist TMP staff in several tasks related to the completion of these tasks as well as day-to-day business functions, including music evaluation, document preparation, product scanning and uploading, and maintenance, audit and expansion of databases.*

**Description of tasks:**

- Updating and maintaining the Archive
- Web authoring and Copyrights registration
- Project management assistance and Document preparation
- Contact with clients, composers and production personnel

**Skills:**

- Familiarity with MS Office, Web publishing a plus!!
- Excellent communication skills
- An interest in Jewish music, publishing, library science and/or information technology is a plus

**Additional Details:**

- **Unpaid.** Credit is optional
- **Hours:** Part Time
- **Location:** 633, 3<sup>rd</sup> Avenue, 7<sup>th</sup> Floor, New York, NY, 10016

**In order to apply for this internship, please send an updated resume and cover letter to Anisha Arora at [Anisha.arora@baruch.cuny.edu](mailto:Anisha.arora@baruch.cuny.edu) by Wednesday, May 5, 2010. When you email, put "Transcontinental Flyer – Summer 2010" in the subject line.**

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