

Internship Search *International*

Rockhurst University Career Services • Massman 3
816-501-4061 • www.rockhurst.edu/career

Global Studies and International Business majors are often interested in working internationally, and are seeking opportunities to intern abroad or intern for internationally focused organizations. These opportunities are available in business, government, and non-profit.

GETTING STARTED

- **RESUME!** Creating your resume is the first step of any internship search. Come to Career Services for examples, advice, and resume review.
- Brainstorm – what would you like to do, for what kind of organization?

INTERNSHIP POSTINGS – United States

Many internship opportunities can be found online:

- **The RU Career Account:** <http://rockhurst.erecruiting.com>
This account must be set up by Career Services. It gives access to internship postings sent directly to Rockhurst from employers. Sign up for an account at weekly workshops offered on Tuesdays at 3:30 pm, Wednesdays at 10:00 am, and Thursdays at 1:00 pm in Career Services.
- **Organization Websites:**
Many organizations post internships on their own websites.
- **Vault:** www.rockhurst.edu/career
Provides information about specific companies and has an internship database. This database is a good resource if you are seeking opportunities outside of Kansas City, especially in major metropolitan areas.

INTERNSHIP POSTINGS – International

International internships are not plentiful; the best path to secure an international work experience is to utilize an organization that arranges these opportunities. This means paying an administrative fee and paying for your travel costs.

- **AIESEC:** <http://www.aiesec.org/AI>
AIESEC is a student organization that administers international internship experiences for students.
- **Webster University:** <http://www.webster.edu/intl/ibie/index.html>
Webster University administers an international internship exchange program for Missouri students.

TIMELINE

3-6 months prior to when you want to start an internship:

- Create your resume
- Begin to research companies and programs
- Begin applications
- Take resumes and cover letters to Career Services for review
- Practice interviewing with a mock interview in Career Services
- Interview and accept position

Competitive summer internship programs typically recruit early, between December and February. However, internship opportunities arise throughout the year, so you may begin an internship search at any time.

KANSAS CITY ORGANIZATIONS

Resources for researching organizations in Kansas City:

- The Kansas City Business Journal Book of Lists, located in Career Services
- Vault.com – accessed through the Career Services website: www.rockhurst.edu/career
- Chambers of Commerce
- Phone Books/Google search
- U.S. Department of Labor Employer Locator: www.acinet.org/employerlocator
- Network with professors, classmates, family and friends

Examples of organizations:

- Cerner: www.cerner.com
- Greater Kansas City Chamber of Commerce: www.kcchamber.com
- The International Relations Council: <http://www.irckc.org/>
- The International Trade Council of Kansas City: www.itckc.org
- Kansas City International Visitors Council: <http://www.kcivc.org/>
- People-to-People International: www.ptpi.org

SEARCHING IN OTHER CITIES

Use the same resources; simply focus them on other cities. Additionally, many Jesuit universities offer reciprocal career services. Contact RU Career Services to find out if you can receive services from another Jesuit university in the city you want to search in.