Upon completion of the Employer Outreach Internship, the student will be able to:

**Internship Learning Objectives:**
- Understand the importance of building and maintaining relationships with key employer partners.
- Communicate professionally in person, via email, and over the phone with all constituents for the purpose of expanding opportunities for internships and full-time employment for Gonzaga University students and alumni.
  
  **Constituents include:**
  - Students
  - Alumni, particularly through the Alumni Chapter Hire A Zag Liaison program
  - Members of the Board of Regents and Trustees, particularly through the Regent Internship Initiative
  - Employers
  - Parents & friends of the university
- Create and maintain a database of contacts and a record of communications.
- Research companies, leads and opportunities on company websites, CareerShift, and other online resources.
- Track and market opportunities posted to ZagTrax.net by key constituent groups.
- Communicate the mission and services of the Career Center & GAMP, particularly the services and events provided by the Employer Outreach Team. These services and events include:
  - Job postings
  - On campus recruiting/interviewing
  - Career fairs
  - Treks and Excursions

**The Student's Personal Learning Objectives:**
- MAKE CONNECTIONS! CREATE RELATIONSHIPS!
- Become more comfortable speaking with adults, professionals, businesspeople, etc.
- Improve communication skills (face-to-face, phone, email, etc.).
- Match students that I know with jobs that are in their field of study.
- Acquire experience working on a team and being a team player.
- Learn more about leadership and managerial skills.
- Continually work on my leadership skills.
- Have a clearer idea of what I want to do after graduation.
- Make connections with what I learn/learned in class and what I am learning here.
- Become educated on what the Career Center & GAMP does and why it’s important.

**How Learning Objectives will be Accomplished:**
The intern will participate in a number of ongoing projects with the Employer Outreach Team. Many of these projects will not have a clear finish, however, the Employer Outreach Team will work to provide as much context, direction, and leadership as required by the Intern. Projects include:

- **Gap Analysis**—The intern will help the Employer & Alumni Relations Manager conduct a gap analysis to identify target industries and research companies and contacts for proactive outreach. Each year, the graduating seniors report their hiring outcomes to the Career Center & GAMP office. The gap analysis looks at which majors are reporting a high rate of “Actively Seeking Employment” responses. The intern will use resources such as CareerShift and Going Global to research these target industries and identify companies and contacts within each industry. The intern will also assist in reaching out to these target companies and contacts to create relationships that could lead to internship and employment opportunities.

- **Regent Internship Initiative**—The intern will assist the Employer Outreach Team in managing relationships with contacts and leads generated by the Board of Regents. A crucial part of this project will be accurate tracking of communication and contacts in the universal Excel spreadsheet, and on ZagTrax.net when appropriate.

- **Alumni Chapter Hire A Zag Liaison Program**—The intern will assist the Employer & Alumni Relations Manager in reacting to leads and opportunities generated by the Hire A Zag Liaisons in each of the six pilot chapters. Reacting can include research and follow up on potential leads, posting and marketing opportunities on ZagTrax.net, and tracking contacts and communications. The intern will also assist in pushing appropriate opportunities out to the Alumni chapters via social media including LinkedIn and Facebook groups.