Internship Information Guidelines

Thank you for your interest in providing one of our students an internship. Please provide the following information so that we can begin getting the word out to our students:

Organization offering internship:

Straightline Builders, Inc.

Contact information (name/address/email/phone/fax)

R. Todd Henderson  
1254 West University, Suite 150  
Flagstaff, Arizona 86001  
(928) 779-5737 office  
(928) 856-0872 cell  
(928) 779-9561 fax  
todd@straightlinebuilders.com

Type of Internship Offered (e.g. paid/unpaid)

Paid

# hours of work/week

+/- 15/week

Total # of weeks (an academic semester is 16 weeks long)

16 weeks

Special skills required (e.g. web design, Excel, Powerpoint, etc.)

Creating and formatting marketing information such as company brochures and other related materials; Web design; MS Publisher; MS Word; Adobe

Duties and Responsibilities (please provide a 1-2 paragraph job description)

Straightline Builders, Inc., a local Flagstaff, AZ general contractor who performs work across the U.S., is in need of increasing the value of our brand and general industry presence. In doing so, Straightline is seeking a marketing associate that can assist in developing a marketing strategy and plan. The individual will also be responsible for creating and formatting company brochures, key personnel resumes, past project performance literature, project solicitation proposals and etc.

FYI - Students must have a minimum of a 2.5 gpa (on a 4.0 scale) and be seniors in order to qualify for School of Communication credit.

Please email to Norm.Medoff@nau.edu
My phone number is 928-523-8257
Thanks and I look forward in working with you.

Norman J. Medoff, Ph.D.
Professor and Director
Internship Coordinator
School of Communication