



INTERNSHIP/APPRENTICESHIP/VOLUNTEER LISTING

July 1, 2020
EMPLOYMENT SERVICES
P.O. Box 8, Wye Mills, MD 21679

The Office of Employment Services publishes this listing of available Internships for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each announcement if you are interested in applying for one of the positions. For more information please contact the Office of Employment Services at (410) 822-5400, 758-1537, or 228-4360, ext. 5804.

American Cancer Society Road to Recovery® (618) **Volunteer Drivers** to drive cancer patients to and from treatment. Drivers need a good driving record, current driver's license, proof of adequate automobile insurance, access to a safe and reliable vehicle, schedule availability, regular desktop, laptop or tablet computer access. Go to www.cancer.org/drive or 1.800.227.2345. (Updated 6/11/20)

Anne Arundel County Government (559) is offering **internships** for undergraduate and graduate students. Please encourage your students to look at our opportunities and apply today. A full list of internships can be found [HERE](#). New internships are consistently added to our website. Program Eligibility: •Undergraduate and graduate students actively attending an accredited college or university are eligible to participate in this program. •Students must have at least a 3.0 cumulative grade point average (GPA) at the undergraduate level at the graduate level. •A college transcript is required as evidence of GPA. Unofficial transcripts are acceptable. If a student is interested they will need to submit a transcript (unofficial or official) along with an application. The application can be found [HERE](#). (Date Listed)

Caroline County Health Department (710) Denton, MD. Please contact the Department for **Internship**, project or volunteer positions located on the Eastern shore and within 20 minutes of Delaware. The Caroline County Health Department can offer experiences in many areas of Public & Environmental Health such as: Environmental Health, Land Use Planning, Medical Clinic, DDA, Public Health Emergency Preparedness, Children's Health Programs, Mental Health / Social Services / Behavioral Health; Wellness for Women, WIC, AERS, Communicable Disease Prevention, Medical Office Management and Operations, Drug Court, School Aged Health Programs, Administration and so much more! Feel free to contact the Department at 410 479 8030, Scott LeRoy MPH, MS, Health Officer. (Date listed)

Maxes Taxes (947) **Accounting & Tax Internship** -Are you interested in becoming a certified public accountant? Interested in learning taxes? Do you love numbers? We encourage you to contact us regarding an opportunity to gain practical experience through an internship at our office.

Essential functions include, but are not limited to the following: Assist in the maintenance and preparation of tax-related items to include tax records, tax returns, tax schedules and related tax reports. Help to prepare local, state and federal level returns to be submitted within specified tax deadlines. Work to resolve IRS and state tax notices for clients in need

Maintain records according to generally accepted accounting principles including the recordation of general journal entries, A/P, A/R, and reconciliation of bank statements

Apply strong accounting skills analyzing accounts in Quick Books and associating financial statements

Participate in activities needed to support the management functions of the team

If interested, please contact our Stevensville office at #443-249-3172 or email us at

info@maxestaxes.com . Date Listed 6/4/20

The Kennard Alumni Association (717) is looking for energetic, self-motivated individuals to work at the Kennard African American Cultural Heritage Center and Museum. This **Internship** position would allow the individuals to assist with the center's African American History Museum's collections and exhibits. Duties would include sorting, cataloging, and storing of the museum's collections, assisting with the creation of exhibits, and learning museum curation and research. The interns would also learn to be docents to conduct tours at the center while learning local African American history and culture. This would be a paid internship position at \$10 p/hr and schedules would be determined by workload and instructor availability. Please contact Clay Washington at 443-239-2110, if interested. (Date listed: 2/19/20)

Queen Anne's County (771) **Internship**. The unpaid internship provides an opportunity for people interested in a specific career focus to experience on-the-job training and the day-to-day responsibilities of a specific job. This internship must be approved by the Department Director prior to submitting an application. [View Job Details](#). Closes On: December 31, 2020 at 04:30 PM EST. (Date listed: 3/12/20)

The Office of Employment Services makes every effort to publish the internship listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution