

# OPERATIONS & ADMINISTRATIVE INTERNSHIPS

**EMPLOYER:** Hall of Fame Resort & Entertainment Company (NASDAQ: HOFV, HOFVW)

**POSITION TITLE:** Operations Intern

## POSITION OVERVIEW

The **Operations Intern** is primarily responsible for assisting with day-to-day operational support to the team at Hall of Fame Village powered by Johnson Controls, a subsidiary of the publicly traded Hall of Fame Resort & Entertainment Company (NASDAQ: HOFV, HOFVW). The ideal candidate will be an independent self-starter with a positive and creative spirit. This is a paid program with a stipend over the course of the fall months offering hands on experience in operations, while developing meaningful experiences.

## RESPONSIBILITIES AND EXPECTATIONS

- Assist in special event set-up and planning.
- Build binders of Standard Facility Operating Procedures (SOPs).
- Help plan event staffing schedule.
- Develop guest service training (SOPs).
- Able to adhere to and work in accordance with any COVID-19 protocols.
- Dedication and requisite skills to meet critical business deadlines.
- Communicate efficiently with different team members and departments.
- Follow organizational processes and procedures to ensure compliance of working for a publicly traded company.
- Other duties as assigned.

## CORE COMPETENCIES

- Vision and Strategic Thinking: Sets and champions a clear future direction. Addresses issues to sustain competitive edge and maintain market dominance. Anticipates needs and priorities.
- Entrepreneurship: Champions innovation and encourages new ideas. Builds momentum to get things done by communicating clearly and consistently. Acts decisively. Helps others to successfully manage organizational change. Recognizes successes and informed risk-taking.
- Integrity: Is ethical and honest in all dealings. Keeps confidences and is highly responsible in managing strictly confidential information. Treats others fairly and equitably. Delivers what is promised. Is respected by others.
- Accountability for Results: Sets goals and high standards to accomplish these goals. Follows through on all commitments. Has a sense of direction and keeps focused, but knows when to be flexible and adapts accordingly. Maintains a positive attitude despite stress, frustration and ambiguity; recovers quickly from disappointments and setbacks. Questions how things were done in order to develop ways to do things more efficiently. Encourages diverse thought and welcomes contributions.
- Relationship Management/Collaboration: Builds, maintains and values positive relationships inside and outside the organization. Allocates effort to understanding and meeting needs of customers and targeted prospects, The NFL, Pro Football Hall of Famers, and community leaders. Assists others in accomplishing their goals. Communicates effectively and speaks and writes clearly. Listens and values contributions of others.
- Learning Agility: Learns technology, new systems, and processes to improve job proficiency. Inspires and encourages others to learn and grow in their careers.
- Coaching and Development: Encourages and inspires employees' development and long-term career growth. Conveys high expectations for others. Regularly provides helpful guidance and advice.
- Execution: Ability to take plans and execute against them to implement profitable outcomes for the company.

## REQUIRED KNOWLEDGE, SKILLS, & DESIRED QUALIFICATIONS

- Must be enrolled in an accredited university/college in a related program.
- Exceptional verbal and written communication skills.
- Excellent interpersonal skills.

- Must have the ability to demonstrate uncompromised judgment and discretion regarding confidential matters.
- Must be a flexible and reliable team player, both within own department and our organization.
- Must possess a strong ability time management and task prioritization.
- Reliable transportation.
- Proven ability in Microsoft Office Suite.

**PHYSICAL REQUIREMENTS FOR POSITION:**

- The ability to lift up to 10-15 pounds regularly.
- The ability to move safely over uneven terrain, steps, or in construction zones.
- The ability to see and respond to hazardous situations.
- The ability to sit, stand, and walk for periods of time as required for the position.
- The ability to work in various Ohio weather conditions while assisting with events

**EMPLOYER: Stark Area Regional Transit Authority (SARTA)**

**POSITION TITLE:** Administrative Intern

**POSITION OVERVIEW**

SARTA's Administrative Intern is responsible for the various filing and organizational needs throughout various departments of the Agency. They will be responsible for ensuring records and other documents are properly labeled and filed.

**RESPONSIBILITIES AND EXPECTATIONS**

- Sort and classify documents and other material for filing.
- Catalogue, identify, maintain, and securely file contracts, legal documents, and other important physical and electronic records.
- Secure, organize, and maintain all other records of the Organization, including, but not limited to, payroll records, personnel files, Board of Directors Minutes and Packets, and Public Notice records.
- Ensure digital records are organized, labeled, and filed correctly to ensure they remain compliant with organizational requirements.
- Assist with general Human Resources functions such as interviewing, employee event planning, team meetings, and orientations.

**EMPLOYER: Akron-Canton Airport**

**POSITION TITLE:** General Intern

**QUALIFICATIONS**

- Applicant must be currently attending a college, university, community college or technical institute.
- Undergraduate and graduate students must possess a 2.5-grade point average (GPA) or greater on a 4.0 scale at the time of application submission.
- Applicants must be able to provide a transcript within 24 hours of granting an interview and be able to supply a certified copy upon receiving an offer for hire.
- Students must be continuing their education in the fall following their participation in the program (rising Sophomores, rising Juniors, and rising Seniors – no post-graduation internships)
- Students must be able to successfully undergo an FBI fingerprint criminal history records check with no disqualifying crimes within the last 10 years. Additionally, the student must be able to pass a Security Threat Assessment that the federal government conducts.
- Must be at least 18 years of age at the time of application.
- Must have a valid driver's license at the time of application
- Intern must appear in person for a security background check at least 2 weeks prior to the start date of the internship program
- Must be able to commit to working for 10 weeks

**DESIRABLE QUALIFICATIONS:**

- Pursuing a degree in Aviation or a related field.
- Excellent communication skills
- Mindfulness with a commitment to consistently deliver excellent quality work.
- Commitment to diversity, equity, and inclusion.