



## CLEVELAND'S PREMIER INTERNSHIP PROGRAM

# NEED A SUMMER INTERN?

BECOME PART OF SUMMER ON THE CUYAHOGA'S EFFORT TO  
EXPAND OUR REGION'S TALENT POOL!

**Summer on the Cuyahoga (SOTC)** is NEO's premier summer internship program. We work with organizations like yours and twelve partner colleges and universities with active alumni networks in NEO to bring great talent to the region! Undergraduates and recent graduates from Allegheny, UChicago, Colgate, Cornell, Mandel at Cleveland State, Case Western Reserve, Denison, Miami U of Ohio, Oberlin, Ohio Wesleyan, Smith, and Washington & Jefferson participate each summer.



### 1 CHALLENGING PAID INTERNSHIPS:

Employers can recruit interns to work on teams and projects in a plethora of fields such as finance, marketing, art history, engineering, non-profit, community development, software development, etc. Whatever your needs, SOTC will help you find qualified candidates to meet them.

### 2 COMMUNITY EVENTS:

SOTC hosts more than 40 events for interns that include cultural & social happenings, discussion with business leaders, career exploration panels, community, and alumni gatherings. Employers are welcomed and encouraged to join a variety of events each summer.

## 4 MAIN COMPONENTS OF SOTC

### 3 ALUMNI HOSTS:

Each intern is paired with a local alumni ambassador to help them adjust to Northeast Ohio. Ambassadors serve as additional connections to the community, providing crucial professional introductions. It's also encouraged that they attend some of our events such as our opening/closing receptions and annual mixer.

### 4 GROUP HOUSING:

Housing is arranged by SOTC and provided at NO ADDITIONAL COST to students. Participants live as a cohort in an apartment-like dormitory on CWRU's campus, allowing employers to hire the best candidates without worrying about finding housing and inability to get to work.

**90% OF OUR INTERNS ARE OPEN TO MOVING BACK TO NEO FOR A  
FUTURE JOB OR FOR GRADUATE SCHOOL.  
250+ HAVE ALREADY MADE THE MOVE!**

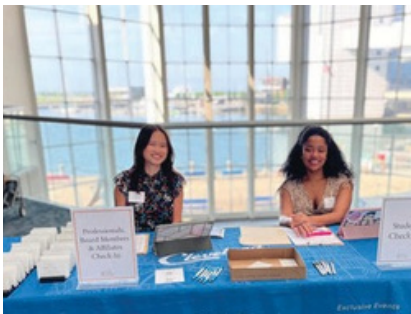
# POSTING AN INTERNSHIP WITH SOTC?

GO TO THE EMPLOYER SECTION AT [WWW.SUMMERONTHECUYAHOGA.COM](http://WWW.SUMMERONTHECUYAHOGA.COM)  
TO ACCESS THE EMPLOYER PORTAL

## EMPLOYER INFORMATION

- The portal will go live for employer postings no later than September. We recommend employers post internship positions by early February.
- There is NO FEE for posting or obligations to hire an intern if an employer doesn't find a student that meets preferred criteria.
- **The deadline for hiring is May 22nd.** We encourage employers to hire interns by March to have access to a larger talent pool and avoid interview scheduling conflicts caused by spring break.
- The SOTC employer fee is **\$1,300** intern. This fee will be invoiced to help cover the cost of housing for each intern.
- The minimum wage for SOTC interns is \$11/hr, though the average wage is \$14/hr.
- SOTC internships are 8, 9, or 10 weeks (**the official program typically runs 9 weeks** from June to August).
- Employers are invited to our Employer Orientation Luncheon in May, Opening & Closing receptions, and Collegiate Career & Community Leader Mixer.

## WHAT EMPLOYERS ARE SAYING ABOUT SOTC & THEIR INTERNS...



### WEST PARK KAMM'S NEIGHBORHOOD DEVELOPMENT

"Every summer we recruit interns through the SOTC program and **every year we have great interns!** Syd and Sophie were exceptional interns and were vital to the execution of our Farmers Market this summer. We are so grateful to them for their hard work and the enthusiasm and energy they brought to our team. **WPKND looks forward to working with SOTC again next summer!**"

6.

### ROCK & ROLL HALL OF FAME

"The interns we found with the SOTC program this year **accomplished some amazing work this summer, which is something we have come to expect through our experience with the program.**"

### START-UP EMPLOYER

"As an early stage startup, any support we get from the region is greatly appreciated and goes a long way. our interns took pressure off the leadership team for daily tasks and allowed us to focus on bigger picture strategy. Knowing that the interns had a home away from home was also a big relief for us. **We know they would be cared for by the SOTC team.**"



### CONTACT US

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# POSTING AN INTERNSHIP WITH SOTC

**Dual Application Process?** Employers may add a dual application link in their posting. There is an 'additional comments' box where this can be listed.

1. Go to [www.summeronthecuyahoga.com](http://www.summeronthecuyahoga.com)
2. Select the **EMPLOYERS tab** at the top then scroll down and click the **EMPLOYER REGISTRATION AND LOGIN BUTTON**. If this is your first time using the portal, complete the information under **REGISTER FOR A NEW ACCOUNT** and submit by clicking the **REGISTER** button.
3. Select **ADD INTERNSHIP POSTING** or you may modify and/or re-post a previous position already in your account.
4. Complete the position information.
  - a. **Please note: We recommend that you create a Word document with the position information and then copy and paste this info into the SOTC website. This way, if something happens you will not have to re-type the entire job description. The SOTC website times-out when idle, so please load your internship description in one sitting.**
  - b. We recommend you select car required if it is inconvenient to take RTA or to walk from CWRU to your work site. Please also provide more information about it in the description.
  - c. Once happy with the job description, check boxes to agree to SOTC's terms.
5. **Select SAVE INTERNSHIP.** Please note that SOTC will approve your posting before it goes live on the student site.
6. **Review applications:**
  - a. Login using your employer login.
  - b. Select **VIEW CANDIDATES**.
    - Select **PROFILE** and/or **RESUME** to review the application.
    - For each applicant, please update their status by selecting **IN REVIEW**, **DECLINE** or **OFFER**.

If **IN REVIEW** is selected, candidates status will change to 'In Review' on their account. If **DECLINE** is selected, candidates will automatically receive a declined email. If **OFFER** is selected, you will be able to create an offer email that is sent to SOTC and then forwarded to the candidate.
7. Review all applications and select students for interviews. The timing of this process may extend into spring and depends on each employer. **We request offers be given by May 22nd.**
8. Please contact Eric McGarvey at [emcgarvey@summeronthecuyahoga.com](mailto:emcgarvey@summeronthecuyahoga.com) once you are ready to make an offer.
9. **To remove your posting from the SOTC website:**
  - a. Login using your employer login and select **EDIT** next to the posting you wish to close.
  - b. Select all boxes, including "Check here if you would like to close this job and stop receiving further applications."
  - c. Click **UPDATE INTERNSHIP**.