



Radio One Atlanta is

CURRENTLY SEEKING INTERNS....

RESEARCH DEPARTMENT

Description:

A 3 to 6 month college level internship with primary responsibilities including, but not limited to: assisting with information gathering for on-going market research initiatives, conducting internet research as necessary, researching targeted markets for corporate and local sales prospects as well as other research and administrative duties assigned.

Qualifications:

To qualify for a Research internship at Radio One, applicants must be currently enrolled in a college degree program and eligible to earn internship credit. A major in Marketing, Statistics, Communications, Psychology, or Business related studies is preferred, but not mandatory. Applicants must be 18 years or older and possess a valid school identification. Applicants must possess strong written and verbal communication skills, excellent quantitative and data management skills and the ability to locate and procure difficult to find data and information. Must be organized, self motivated, and possess a keen attention to detail.

Responsibilities:

- Assist with information gathering for on-going market research initiatives
- Assist with analyzing data and reporting research results
- Assist with compiling ratings and audience profile data
- Assist with special research projects as assigned



Unpaid INTERNSHIPS ARE AVAILABLE to undergraduate or graduate students, who are able to receive college credit for participation in our Internship Program. A qualified candidate must be able to provide an official letter on school letterhead verifying they are eligible for internship course credit. Proof of school enrollment or class descriptions will not be accepted as verification. If you cannot receive internship course credit, you will not be considered for an Internship. Interns must be able to work a minimum of 12 hours per week between the hours of 8:30-5:30pm. Interns must also have flexible weekends, nights, and reliable transportation. Perspective Interns must be self motivated, energetic, and able to work in fast paced environment independently and with a team. Perspective Interns must have excellent customer service skills and a positive attitude. Perspective Interns must be able to meet deadlines and take initiative. Perspective Interns must be proficient in Microsoft Word, Power Point, Excel, and Access; knowledge of Photoshop and Final Cut Pro a plus.

CONTACT THE INTERNSHIP COORDINATOR AT: 404-460-2827
MAIL COMPLETED APPLICATION TO:
101 MARIETTA STREET
12TH FLOOR
ATLANTA, GA 30303
OR BY FAX: 404-688-7686



Application Checklist

WHAT'S NEEDED TO APPLY?

Students Provide Documents 1-8 with your Application

Please Attach the Checklist to the Front of Your Application

Student Name: _____

Telephone Number: _____

Email Address: _____

Documents	Date	Received	Comments
1. Profile Sheet	/ /	Yes/No	
2. Application	/ /	Yes/No	
3. Internship Agreement	/ /	Yes/No	
4. Resume	/ /	Yes/No	
5. Statement of Interest	/ /	Yes/No	
6. School Letter Must state you are eligible to receive academic credit for internship. Letter must be signed and on school letter head	/ /	Yes/No	
7. Transcripts	/ /	Yes/No	
8. Copy of School Identification Card	/ /	Yes/No	
Background Check Requested	/ /	Yes/No	
Date of Interview	/ /		
Start Date	/ /	End Date	/ /

1. Intern Profile Sheet

PLEASE TYPE OR PRINT IN BLACK INK

			Date: / /	
Intern Department		Market:		
Name: Last Name	First Name		Middle Initial	
Demographic Information				
Address:				
City:		State:	Zip:	
Telephone: ()- -		Social Security # - -		
E-Mail:	Date of Birth: / /		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Emergency Contacts				
Name:	Relationship:		Telephone: / /	
Name:	Relationship:		Telephone: / /	
Education Information				
Institution:			Telephone: / /	
Institution Address:		City:	State:	Zip:
Academic Contact:		Telephone: / /		
Department Management Information				
Start Date: / /			End Date: / /	
Intern Name:			Department:	
Market/Station			Telephone: / /	
Requested Background Investigation			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Approvals				
Internship Coordinator:		Date: / /		
Department Manager:		Date: / /		
General Manager:		Date: / /		
Corporate Human Resources:		Date: / /		

2. Internship Application

PLEASE TYPE OR PRINT IN BLACK INK

Date: / /

AREA OF INTEREST:			MARKET OF INTEREST:			
NAME: Last Name	First Name	Middle Initial				
DEMOGRAPHIC INFORMATION						
ADDRESS:						
CITY:		STATE:	ZIP:			
TELEPHONE: ()- -		Social Security # - -				
E-MAIL:		REFERRAL SOURCE:				
EDUCATION INFORMATION						
INSTITUTION:			TELEPHONE: ()- -			
INSTITUTION ADDRESS:			STATE:	ZIP:		
MAJOR:		GPA:	ENROLLMENT STATUS:			
ACADEMIC CONTACT:			TELEPHONE: ()- - EXT:			
SCHEDULING & AVAILABILITY						
START DATE: / /			END DATE: / /			
SPECIFY HOURS AVAILABLE FOR EACH DAY OF THE WEEK						
MON	TUE	WED	THUR	FRI	SAT	SUN
To	To	To	To	To	To	To
EMPLOYMENT INFORMATION						
From	Name & Address of Employer		Salary <input type="checkbox"/> Hourly <input type="checkbox"/>	Position	Reason for Leaving	
To			Starting _____ Ending _____			
Duties Performed:						
Supervisor's Name:			Phone: ()- -	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
From	Name & Address of Employer		Salary <input type="checkbox"/> Hourly <input type="checkbox"/>	Position	Reason for Leaving	
To			Starting _____ Ending _____			
Duties Performed:						
Supervisor's Name:			Phone()- -	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as dates of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... Yes ☐ No ☐

If Yes, please attach a written statement with date(s) and details.

I understand that any information provided by me that is found false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date / /

3. Internship Agreement

I _____, hereby acknowledge that I am a participant in the Radio One Internship Program beginning ____/____/____ and ending ____/____/____. I acknowledge that I am currently enrolled as a student at _____ and that I will be receiving school credit for my participation in the Radio One Internship Program.

I acknowledge that I am not an employee of Radio One and that I may not receive compensation or benefits of any kind from the company. I also acknowledge that as an intern, I will gain experience exclusively for my own benefit and will not represent to any party that I am an employee of Radio One. Further, I understand that my participation in this internship program is not a guarantee of future employment with Radio One.

I understand that all business transactions and information I may learn of within the duration of my internship is confidential and I hereby agree not to disclose any such information to anyone outside of Radio One, unless I receive express written permission to do so from company management.

I understand that as an intern I will be expected to act in a professional and ethical manner. I understand that it will be expected that my conduct reflect positively upon myself and the Radio One family at all times.

I acknowledge that Radio One may terminate my internship at any time, with or without notice.

Intern Signature

Internship Coordinator Signature

Date

Date