

Job title: Business Intern for Mountain Valley Creations

Job description: Assist Mountain Valley Creations personnel in establishing this new business in Alamosa, Colorado by performing business-related and publishing-related tasks as requested.

Available: Starting fall, 2009

Hours: Afternoons/early evening, as fits both student and staff requirements.

Suggested qualifications: (1) student majoring in business at junior or senior level with at least a 2.75 grade point average who has completed one or more marketing class(s); (2) a willingness to learn; (3) computer skills in at least some of these programs: Microsoft Word, Excel, Dreamweaver, Photoshop, Illustrator and In-Design; (4) excellent English writing skills-we are involved in publishing; (5) a positive attitude and willingness to try new things; (6) an interest in internet marketing.

Job duty possibilities: Help in designing and setting up web sites; developing marketing plans for books and artistic works for e-marketing and standard marketing; establishing email address lists for marketing purposes; copy-reading of materials to be published such as books, pamphlets, and such; setting up computer files for printing books and works of art; printing, business errands, attending planning meetings as needed, and other potential work-related activities as deemed needed by the owners of Mountain Valley Creations.

Mountain Valley Creations: We are a new on-line company specializing in publishing quality written works and artistic endeavors that inspire, help or educate others. We have begun operations in Alamosa, CO just a few blocks from Adams State College. Our company has been in the planning for several years and is now going on-line. **Calvin Hildebrand** heads up this company with his wife, **Dr. Diane Bennett Hildebrand** acting as a creative partner and intern supervisor. We are outlining plans to operate a number of websites that include a publishing website, an on-line book and gift store, an art website, and a nonprofit website. We will feature "American-made" writings, art pieces and craft projects. We are also hoping to provide an opening for people with disabilities or chronic illness to get their written and artistic works marketed. This goal would be reached through a nonprofit we are connecting to our for-profit business. Part of each profit from the for-profit side would go toward this nonprofit work. SO, if you would like to help us grow our business from the ground up, are interested in the publishing world of business and/or the on-line world of business, and really want to learn, apply for our internship. Dr. Hildebrand is a retired professor who once headed an internship program, so she knows the need for practical experience in the work world before college ends. We look forward to meeting you.