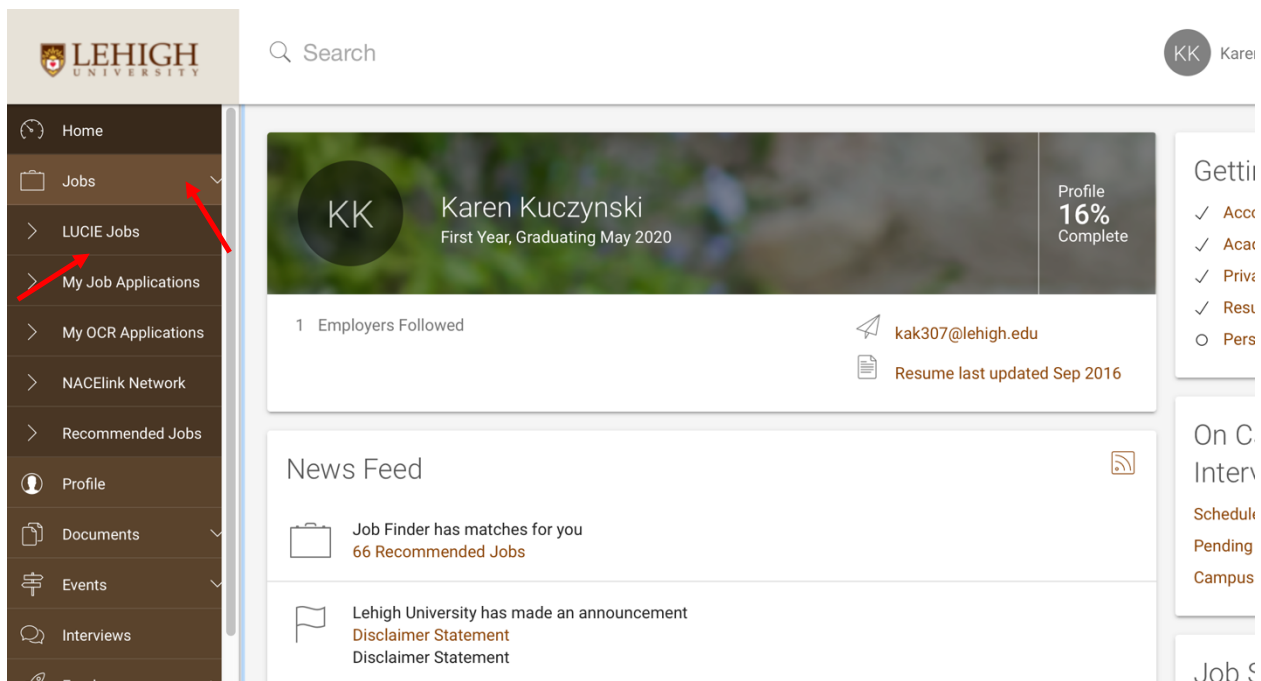


WHAT IS AN EXTERNSHIP

- Externships are an opportunity to shadow professionals in order to learn about a particular occupation or profession. Lehigh's externships are hosted by our alumni and employer partners
- Externships will take place over the winter break from January 2 – January 20th. Our hosts have selected their preference for date.
- The application period will run up until October 31st at midnight. Applications are being accepted through the LUCEI system.

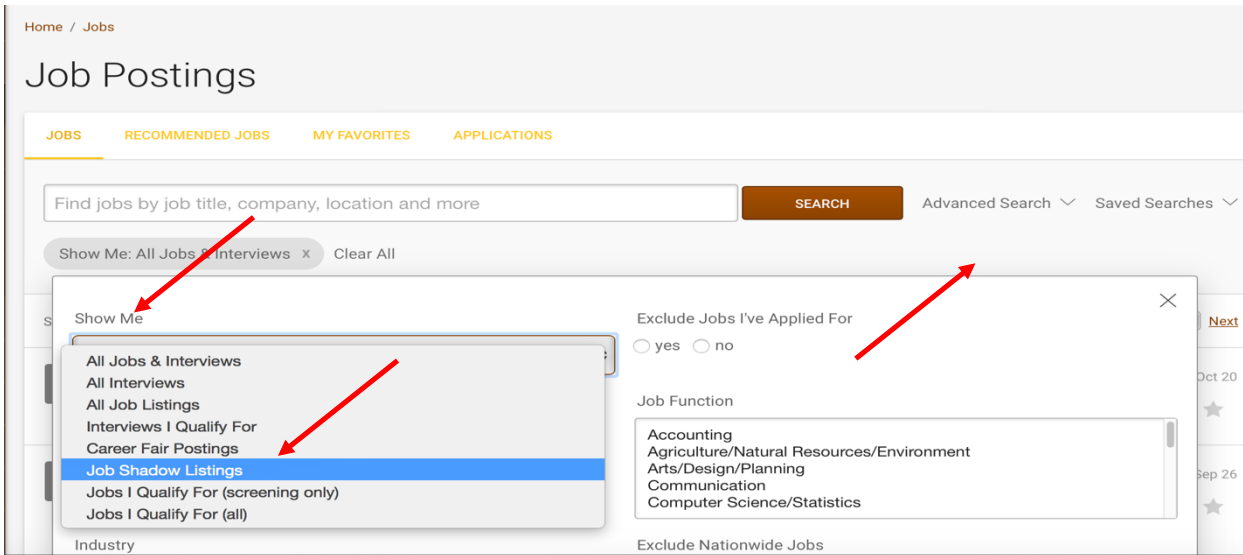
APPLYING THROUGH LUCIE

- Log into your [LUCIE account](#)
- Click on the **jobs tab** followed by **LUCIE Jobs**



The screenshot shows the LUCEI user interface for Karen Kuczynski. On the left is a dark navigation sidebar with the Lehigh University logo at the top. The sidebar contains the following menu items: Home, Jobs (highlighted with a red arrow), LUCIE Jobs (highlighted with a red arrow), My Job Applications, My OCR Applications, NACElink Network, Recommended Jobs, Profile, Documents, Events, and Interviews. The main content area features a user profile for Karen Kuczynski, a first-year student graduating in May 2020, with a profile completion rate of 16%. Below the profile, it shows 1 employer followed, the email kak307@lehigh.edu, and a resume last updated in September 2016. A 'Get it Done' checklist on the right includes 'Acc', 'Acad', 'Private', 'Res', and 'Personal'. A 'News Feed' section contains two items: 'Job Finder has matches for you' with 66 recommended jobs, and 'Lehigh University has made an announcement' with a disclaimer statement. A 'On Campus' section is partially visible at the bottom right.

- Click on **Advanced Search** followed by **show me** and select **Job shadow Listings** and click search



- There will be over 100 listings.

You can filter the search by using the following job types as key words:

- | | |
|---|--|
| Advertising/Media Buying | Insurance |
| Accounting | IT/Risk Consulting |
| Advertising Agency | Journalism |
| Aerospace advisory firm | Law |
| Architecture | Manufacturing |
| Biofuels Manufacturer | Market Research |
| Civil Engineering | Marketing |
| Consulting Engineering | Mass Transit Rail Systems |
| Defense Electronics and Systems | Media |
| Dental | Medical Devices |
| Education | Personal Insurance Brokerage Firm/Financial Services |
| Engineering | Pharmaceutical |
| Entrepreneurial start-up investment | Photography |
| Environmental Consulting Services | Public Relations / Communications Marketing |
| Fashion | Real Estate |
| Financial Services | Software |
| Fundraising | Supply Chain - 3rd Party Logistics |
| Government | Systems & Technology - Retail Apparel Company |
| Graphic Design | Technology Solutions Provider |
| Health Care | Transportation - Project Management |
| Healthcare Systems Engineering/Consulting | Water Treatment and Boiler Installation |
| Higher Education | Wearable Startup |
| Hospitality - Hotel Management | Women's apparel – Management |
| Human Resources Recruiting | |

TO APPLY –

- You must submit both a resume and a 250 word essay
- You can apply to more than one opportunity

HOW TO APPLY -

1. Click on the externship name

Job Postings

JOBS RECOMMENDED JOBS MY FAVORITES APPLICATIONS

Find jobs by job title, company, location and more SEARCH Advanced Search Saved Searches

Show Me: Job Shadow Listings x Clear All

Showing 1-100 of 119 results (Results as of: Tuesday, October 25, 2016 | 5:46 am) SORT BY: Showing 100 per page Page 1 Next

- Advertising/Media Buying** (Job Shadow) Reprise - New York, New York Oct 20
- Accounting - Certified Public Accountant** (Job Shadow) Retired Certified Public Accountant - Bethlehem, Pennsylvania Oct 20

2. Please read the full description
3. **Take note of the date** the externship is being offered. Some have specific dates and others will indicate that the host is flexible with dates during Jan. 2 – Jan. 20.
4. Also **take note of the Location** – you will need to determine if the location is somewhere that you can travel to (Do you live near by? Can you travel by car and it is reasonable for you to get there? Or consider if there is a family member or friend close by that you can stay with.) **Students are responsible for all transportation and costs associated with the externship. We do not provide or reimburse travel costs, nor do the hosts.**

Home / Jobs / Advertising/Media Buyin...

Advertising/Media Buying (Job Shadow) Reprise — New York, New York

Work Authorization
US Citizen or US National

Description
I work for an agency that does Paid Search advertising and buying for a variety of clients. We work along side digital and traditional media buying teams.

Externship Date: Available Jan 17,18,19

Location

Important Dates
Posted On: Oct 20, 2016
Application Start Date Oct 20, 2016
Applications Accepted Until: Oct 31, 2016

If noted, students must apply on employer's website AND through

5. You can either choose the resume and essay you have downloaded to LUCIE or you can add it by clicking ADD NEW. Click submit when you have added both documents.

The screenshot shows the LUCIE application interface. At the top, there is a search bar and a user profile for Karen Kuczynski. The main content area is titled 'Apply' and contains the following information:

- Application Status:** Note on requested documents: Please submit both a resume and a 250 word essay describing your interest in the externship and how it will support your career goals. * indicates a required field
- Resume:** Choose a Resume to submit for this position. A dropdown menu shows 'Resume*' with an 'ADD NEW' button.
- Writing Sample:** No writing samples found! A dropdown menu is empty with an 'ADD NEW' button.
- Buttons:** A 'SUBMIT' button is located below the writing sample section.
- Important Dates:** Posted On: Oct 20, 2016; Application Start Date: Oct 20, 2016; Applications Accepted Until: Oct 31, 2016.
- Location:** You may apply online.

AFTER YOU APPLY –

- Our hosts will make selections between Nov 7 – 14
- The goal is to let you know prior to Thanksgiving break if you have been selected
- If you have been selected, you will see a change in the status of your application under your job application tab in LUCIE.
- You will also receive an email letting you know you have been selected.
- In order to participate though, you will need to sign an official externship agreement and attend one of two workshops that will be offered prior to exams.

If you have any questions, please contact Karen Kuczynski at kak307@lehigh.edu