

Summer  
on the  
Cuyahoga

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!

**SOTC is NEO's premier summer internship program.** We work with organizations like yours and nine partner universities with active alumni networks in NEO to bring great talent to the region! Undergraduates and recent graduates from **Allegheny, CWRU, Colgate, Cornell, Denison, Oberlin, Ohio Wesleyan, Smith, and University of Chicago** participate each summer.

### CHALLENGING PAID INTERNSHIPS

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

### COMMUNITY EVENTS

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

## OUR UNIQUE INTERNSHIP IMMERSION PROGRAM FEATURES 4 PRIMARY COMPONENTS

### ALUMNI HOSTS

Interns are paired with local alumni hosts to help them adjust to Northeast Ohio. Hosts serve as additional connections to the community, providing crucial professional introductions.

### 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 the campus of Case Western Reserve University minutes from Downtown. This allows for employers to hire the best candidate with confidence in their ability to come to work.



**TALENT GAIN FOR NEO: 90% OF OUR INTERNS ARE OPEN TO MOVING BACK FOR A FUTURE JOB OR GRADUATE SCHOOL. 190+ HAVE ALREADY MADE THE MOVE!**

# POSTING AN INTERNSHIP WITH SUMMER ON THE CUYAHOGA

Go to [www.summeronthecuyahoga.com](http://www.summeronthecuyahoga.com) and follow the instructions online.



## SOTC EMPLOYER INFORMATION

- The website will go “live” for employer postings no later than October. We recommend employers post internship positions by early February.
- There is NO FEE for posting or obligation to hire an intern if an employer does not find a student who meets its criteria.
- **The deadline for hiring is MAY 1. We encourage employers to hire interns by early March to have access to a larger talent pool and avoid interview scheduling conflicts caused by spring break.**
- See posting instructions for Covid-19 contingency plans.
- The SOTC employer fee remains at \$1,100/intern. This fee will be invoiced to help cover the cost of housing and events for each intern.
- The minimum wage for SOTC interns is \$9/hr., though the average wage is \$12/hr.
- SOTC internships are 8, 9, or 10-weeks. (The official SOTC Program runs 9 weeks, June 5 - August 4).
- Employers are invited to our Employer Luncheon in May, SOTC’s opening (June) and closing receptions (August).

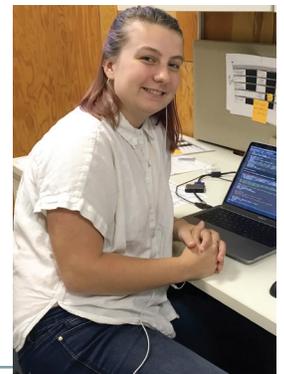
## WHAT NEO EMPLOYERS ARE SAYING ABOUT SOTC...



“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 knew they would be cared for by the **SOTC** team.” - **START-UP EMPLOYER**

“**Summer on the Cuyahoga** offers college students a rare and incredible opportunity to have paid internships and immerse themselves into Cleveland culture. Their mission benefits the development of college students and enhances awareness and development of the city of Cleveland.”- **NONPROFIT EMPLOYER**

“Our interns were exceptional and exceeded our expectations on willingness to be flexible and coachable. Their level of self-driven independence paled in comparison to our prior experiences with non-SOTC interns. Their enthusiasm to jump right in from day one was amazing. The positive attitude continued throughout the internship. We greatly appreciated all their hard work and dedication to excellence.”- **CORPORATE EMPLOYER**



Please contact us with any questions:

Eric McGarvey, Executive Director

[info@summeronthecuyahoga.com](mailto:info@summeronthecuyahoga.com) • 440 941 4621 • P.O. Box 110662, Cleveland, OH 44111

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# POSTING AN INTERNSHIP WITH SUMMER ON THE CUYAHOGA

1. Go to [www.summeronthecuyahoga.com](http://www.summeronthecuyahoga.com)
2. Select EMPLOYERS tab (at top) and click LOGIN.  
(If this is your first time using the site, select REGISTER FOR A NEW ACCOUNT. Complete your account info and select REGISTER.)
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 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. Please select CAR REQUIRED if it is inconvenient to take RTA, or walk from Case Western Reserve University to your work site.
  - c. Once happy with the job description, check boxes to agree to SOTC's terms.
5. Select SAVE INTERNSHIP. *Please note: SOTC will approve your posting before it goes live on campuses.*
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 his/her status by selecting IN REVIEW, DECLINE or OFFER.

If IN REVIEW is selected, candidates status will change to In Review in their account.

If DECLINE is selected, candidates will automatically receive an 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 the spring and is up to each employer.  
**We request offers be extended by May 1.**
8. Please contact **Eric McGarvey** at [emcgarvey@summeronthecuyahoga.com](mailto:emcgarvey@summeronthecuyahoga.com) when 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.

## Covid-19 Contingency Planning for Summer 2023

Employers should post opportunities as if internships will be able to be completed in-person.



Please feel free to contact **Eric McGarvey**, with any questions:

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