



USM Job Shadow Program Fall 2023



Application Instructions

1. Please review the opportunities for the USM Job Shadow Program Fall 2023 below and read the descriptions carefully. You can pick up to three positions that you are interested in to increase your chances of participating.

All positions are open to all majors and all years.

2. After reading through the descriptions, CMCC students please click [HERE](#) to apply, and fill out the three questions on the form.

3. If you have any questions, please contact usmcareers@maine.edu



Binnie Media

Organization: Binnie Media – 107.5 Frank FM, 99.9 The Wolf, 106.3 The Bone, Binnie Media Digital

Title: Binnie Media / Broadcast Radio / Digital / Sales & Marketing / USM Job Shadow Program **Date:** TBD

Address/Location: 30 Thomas Drive, Unit #4, Westbrook, ME 04092

Special Instructions and/or Waivers Needed: USM Job Shadow Program Student Participant will sign non-disclosure agreement prior to arrival at Binnie Media.

Description: The Broadcast Radio USM Job Shadow Program experience will provide Student Participants with exposure in two distinct areas of broadcast radio. 1. Sales & Marketing, which is the department that interfaces with area businesses on advertising strategies and implementation on radio and digital platforms. 2. Programming & Production, which is the department responsible for all on-air content including music, promotional messaging and commercial production, as well as integration of station websites and social media platforms. Selected USM Job Shadow Program Student Participants will become familiar with the sales process from prospecting and needs analysis to proposal development and presentation to the customer. Additionally, participants will learn about broadcast content creation from on-air personalities, production managers, and members of the promotions team.



Organization: Camden National Bank

Date: October 18, 2023

Address/Location: Camden National Bank- 2 Canal Plaza Portland, ME 04041

Description: Camden National Bank is offering a Financial Services job shadow opportunity for a student to learn about the banking industry and the different facets of our organization. Apply today to spend the day at our Portland, Maine banking center and be exposed to the behind-the-scenes “day-in-the-life” of several different banking positions, which may include Teller, Relationship Banker, Recruiter, Marketing, Commercial Loan Administrator and/or Wealth Management. This job shadow will provide you an opportunity to learn about different career opportunities throughout our organization, including both customer-facing roles and back-office support roles.

Are you interested in learning more about the banking industry? Do you want to job shadow at an organization that has been around since 1875 that provides opportunities for advancement and gives back to the local community? If so, apply today!



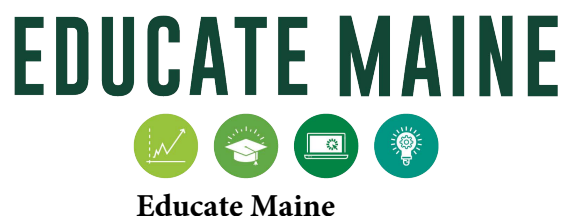
Organization: Diversified Communications

Date: TBD

Address/Location: 121 Free Street, Portland, ME

Description: As a global media company we connect, educate and strengthen business communities through market-leading events, digital products and publications.

Special Instructions and/or Waivers Needed: USM Job Shadow Program Student Participant will sign non-disclosure agreement prior to arrival at Diversified Communications.



Organization: Educate Maine

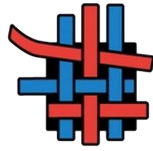
Date: TBD

Address/Location: 482 Congress Street, Portland ME

Description: Educate Maine advances education policies and practices that prepare Maine students to be the next generation of productive, engaged citizens.

- We engage in outreach and advocacy to advance education policies and practices that prepare Maine students for postsecondary learning and the workforce.
- We report and analyze data, the foundation of sound policies.
- We convene education, business, and policy leaders to come up with innovative solutions to Maine's education and workforce challenges.
- We manage programs that help us achieve our mission and realize our vision for Maine.

Special Instructions and/or Waivers Needed: USM Job Shadow Program Student Participant will sign non-disclosure agreement prior to arrival at Educate Maine



Immigrant Welcome Center

GREATER PORTLAND

Greater Portland Immigrant Welcome Center

Organization: Greater Portland Immigrant Welcome Center

Title: Community Integration USM Job Shadow Program

Date: TBD

Address/Location: 24 Preble St., 4th Floor, Portland, ME 04101

Description: The Community Integration USM Job Shadow Program experience will provide Student Participants with exposure to a day-in-the-life working in the non-profit, immigrant-focused sector. Selected USM Job Shadow Program Student Participants will observe meetings with colleagues, coordinate with community partners, assist clients in the language lab, edit/revise content for websites and social media, as well as complete general management tasks.

Special Instructions and/or Waivers Needed: USM Job Shadow Program Student Participant will sign the confidentiality policy and volunteer handbook prior to arrival at the Immigrant Welcome Center.



Inn by the Sea

Organization: Inn by the Sea, LLC.

Title: Hospitality & Hotel Operations Job Shadow Program

Date: TBD

Address/Location: 40 Bowery Beach Road, Cape Elizabeth, ME 04107

Special Instructions and/or Waivers Needed: USM Job Shadow Program Student Participant will sign non-disclosure agreement prior to arrival at Inn by the Sea, LLC.

Description: An idyllic oceanfront escape, located on a mile of unspoiled sand beach, just 7 miles from Portland, Inn by the Sea is Maine's premier beach destination offering elegant hospitality in 62 upscale rooms and suites, with full-service SPA, cardio room, heated pool, and captivating cuisine served in ocean view Sea Glass restaurant. The Hospitality & Hotel Operations Job Shadow Program experience will provide the Student Participant with exposure to each department within the hotel such as Guest Services, Food & Beverage, Housekeeping, and Sales & Marketing. The student will observe & participate in interactions with guests, shadow employees in a range of different positions, attend meetings and/or events, tour both front & back of house areas, learn about job opportunities, and more!



Maine Immigrant & Refugee Services

Maine Immigrant & Refugee Services

Organization: Maine Immigrant and Refugee Services

Date: TBD

Address/Location: 256 Bartlett Street Lewiston ME 04240 and 217 Main Street Lewiston ME 04240

Description: The USM Job Shadow Program collaboration with MEIRS will provide Student Participants with exposure to a day-in-the-life working in various staff functions within MEIRS. **Special**

Instructions and/or Waivers Needed: Students participating in the job shadow program will be expected to follow HIPPA standards, not discussing or identifying anyone they witness receiving services at the agency and maintaining confidentiality. Students will not be given access to documentation for clients but may witness individuals receiving services directly due to the structure of the office, for example seeing clients in the waiting room.



Maine International Trade Center

Organization: Maine International Trade Center (MITC)

Date: Wednesday October 18th, 2023 (Or another day during the week of 10/16/23)

Address/Location: 2 Portland Fish Pier Portland, ME 04101

Description: A selected USM Job Shadow Program Student Participants will observe the inner workings of our small team with an expansive mission, learn about our established internship program with an innovative approach, and hear about the often tiny but mighty companies we serve.



MEMIC

Organization: Maine Employers' Mutual Insurance Company (MEMIC)

Title: MEMIC - Insurance Job Shadow

Date: TBD (16TH-20TH October)

Description: We are workers' compensation insurance specialists. We work to improve the economy by helping employers from many industries boost productivity and lower costs by embracing workplace safety and the fair treatment of all workers. The mission of The MEMIC Group is to make workers' comp work better with compassion, trusted partnerships, and relentless commitment to workforce safety. The Maine Employers' Mutual Insurance Company Job Shadow experience will provide Student Participants with exposure to a day-in-the-life working in insurance. Selected USM Job Shadow Program Student Participants will experience the insurance industry through the eyes of multiple departments. Participants will shadow daily tasks, tour our office, and have a q&a session with our recruitment team.



Portland Ballet

Organization: Portland Ballet

Title: Portland Ballet USM Job Shadow Program

Date: TBD

Address/Location: 517 Forest Ave, Suite 2, Portland, ME 04101

Description: The Portland Ballet USM Job Shadow Program experience will provide Student Participants with exposure to behind the scenes administrative, creative, and production work that goes into managing a nonprofit performing arts organization.

Special Instructions and/or Waivers Needed: USM Job Shadow Program Student Participant will sign confidentiality agreement prior to arrival at Portland Ballet



Portland Fire Department

Organization: City of Portland Fire Department

Title: Portland Fire Department USM Job Shadow Program

Date: TBD

Address/Location: 380 Congress Street Portland, Maine 04101

Description: The Portland Fire Department Observation Program provides potential candidates and EMS licensure students with exposure to a day-in-the-life working in an all hazards, first response agency. Practical exposure may include fire, medical, and technical responses to actual incidents. Non-response time will allow insight into the culture and unique working environment of a first response agency. Additional exposure will include municipal operations, business operations of a 230 person agency, human resources, and the union work environment. Selected USM Job Shadow Program Student Participants will be assigned to response crews and administrators in various areas of the department.

Special Instructions and/or Waivers Needed: 1) Waiver and Consent to Participate in City of Portland Rider Observation Program. 2) HIPAA Compliance Acknowledgement

PORTLAND STAGE

MAINSTAGE • EDUCATION • NEW WORK

Portland Stage

Organization: Portland Stage Company

Date: TBD

Address/Location: 25 Forest Avenue, Portland, ME 04101

Description: The Portland Stage USM Job Shadow Program experience will provide Student Participants with exposure to a day-in-the-life working in a non-profit theater company. Selected USM Job Shadow Program Student Participants will observe meetings, get a tour of the theater, see inside the administrative and technical processes, and meet the wonderful individuals that help bring live theater to Maine. Student Participants can shadow in any department including but not limited to: company management, development, education, finance, literary, marketing, and production (costumes, lighting, props, sets, stage management). This experience can and should be tailored to the interests of the Student Participants.



US Senator Susan M. Collins' State Office

Organization: US Senator Susan M. Collins' State Office, Lewiston, Maine

Date: October, 17, 18, or 19

Address/Location: 55 Lisbon Street, Suite 1100, Lewiston, ME 04240

Description: It is always a pleasure to give Maine students an opportunity to see the operation of a congressional office and to serve the citizens of Maine. A job shadow day in my office provides college students with the experience of working for the U.S. Congress and an overview of how a Senate office and staff work for the Senator and for the state. You would interact with the Senate office staff who are responsible for the casework, legislative, administrative, and communications operations of the office.

Special Instructions and/or Waivers Needed: USM Job Shadow Program Student Participant will sign non-disclosure agreement prior to arrival at US Senator's Office.



US Senator Susan M. Collins' State Office

Organization: US Senator Susan M. Collins' State Office, Portland, Maine.

Date: October, 17, 18, or 19, 2023

Address/Location: One Canal Plaza, Suite 802, Portland, ME 04101

Description: It is always a pleasure to give Maine students an opportunity to see the operation of a congressional office and to serve the citizens of Maine. A job shadow day in my office provides college students with the experience of working for the U.S. Congress and an overview of how a Senate office and staff work for the Senator and for the state. You would interact with the Senate office staff who are responsible for the casework, legislative, administrative, and communications operations of the office.

Special Instructions and/or Waivers Needed: USM Job Shadow Program Student Participant will sign non-disclosure agreement prior to arrival at US Senator's Office.



Sweetser

Organization: Sweetser

Date: TBD

Address/Location: 2 Pendleton Drive, Saco ME 04072 OR 50 Moody Street, Saco ME 04072 **Description:**

2 Different options: spending the day in the Admin building learning support services for a mental health organization (for example: HR/Finance/IT/Development, etc.). Or spending the day at our special purpose private school working directly with students and residents experiencing mental and behavioral health challenges.

Special Instructions and/or Waivers Needed: If choosing to spend the day at the school – you will need to sign a confidentially waiver. Please also be aware that there may be some unsettling behaviors witnessed – all of our students have mental health and behavioral challenges.



UNUM

Organization: Unum

Date: October 16 – 20, 2023 – exact date TBD based on students' interest and schedule

Address/Location: 2211 Congress St, Portland, ME 04102

Description: The Unum Early Careers USM Job Shadow experience will provide Student Participants with broad exposure to the various career paths at Unum. This experience will be tailored based on the selected USM Job Shadow Program Student Participants career interest.

The Student Participant will connect with several associates from Unum's Leadership Development Program and meet with professionals in their desired career path(s). As a Forbes Best Employer for New Graduates, Unum has designed this experience to provide insight into the various career paths available for new graduates.

Special Instructions and/or Waivers Needed: USM Job Shadow Program Student Participant will sign non-disclosure agreement prior to arrival.