
WAYNESBURG
UNIVERSITY

**REMOTE JOB &
INTERNSHIP
RESOURCES**

2018/2019

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A CHANGING MARKET

COVID-19 will impact job and internship opportunities. Now what?

The workforce is undeniably changing because of the coronavirus. The economy has been impacted, many employers are operating remotely, and some previously-guaranteed internships are no longer available. Now is not the time to panic, but preparation and adaptability are vital. This guide is meant to serve as a remote job and internship resource for students and alumni who are searching for jobs or who have to reconsider employment options in light of COVID-19. Though you may need to realign expectations, it does not mean that opportunities are nonexistent. Career and job market experts agree that to advance your job and internship search, you will need to:

Prioritize Self Care & Prepare to Shift Your Mindset

This is an emotional, unpredictable time for job seekers. Searching for jobs and internships can feel like a full-time job. Take care of yourself during this process - exercise, check in with people, wash your hands, and identify ways to shift your mindset. Change your mentality to understand that you might have to compromise or shift to your Plan B or Plan C - *and that is okay!*

Check Your Assumptions & Focus on Competencies

Look at what you *do* know about COVID-19 and the job market. We know there will be an impact. We know that hiring may take longer as HR managers transition to remote work. We also know that transferable skills are more vital than ever and that there will be remote work opportunities available. You can - and might need to - be opportunistic by adapting to meet the needs of employers. Focus less on your major and more on those transferable competencies that will land you a job!

Develop Habits & Routines During Your Job and Internship Search

We're all trying to navigate a new, mostly-remote landscape. Developing habits as you search for openings (especially as you try to balance this with online classes and more) is so important. Set aside time each day to focus on your job or internship search. Forming habits now will help you avoid decision fatigue later.

Network, Network, Network

According to BridgePath Career Advisors, 75% of jobs are earned through networking. It is more important than ever to take advantage of networking opportunities. Attend virtual information sessions, follow-up with presenters, inquire about informational interviews - whatever you can think of to network in this online landscape.

VIRTUAL INTERNSHIPS

As you continue to search for internship opportunities, consider online options.

If your internship fell through or you're just unsure how to navigate an internship search during the coronavirus crisis, here are some resources to consider:

virtualinternships.com

- Ten areas of focus: Marketing, Business; Finance & Accounting; Legal; Software & Data Science; Engineering; Design, Creative Industries & Architecture; NGO & Not For Profit; Environment & Sustainability; and Events, Tourism & Hospitality
- The process: Apply, interview, receive offer, sign up, start your virtual internship

parkerdewey.com/career-launchers

- Parker Dewey is a micro-internship site, enabling you to do a variety of projects for different businesses over an extended period of time.
- Projects vary in assignment, industry and discipline.
- Sample projects include copywriting, social media, sales projects, operations tasks, building reports, marketing assignments, and more.
- The process: Create a profile, see assignments, apply, complete the assignment.

weworkremotely.com

- This site focuses on remote work, some of which is contract/short-term. If your academic department is flexible on how you earn experiential hours, these opportunities would provide great field experience.

TALKING WITH EMPLOYERS ABOUT REMOTE INTERNSHIPS

If you had an internship confirmed and your employer is now considering eliminating their internship program, maybe they would consider letting interns participate in virtual opportunities. Discuss this with employers! Here's a resource that can help the discussion:

<https://about.gitlab.com/company/culture/all-remote/internship/>

START SEARCHING

As remote work continues to grow, these job search resources can help.

Remote Job Boards

- weworkremotely.com
- flexjobs.com
- remote.co/remotely-jobs
- justremote.co
- virtualvocations.com
- remotek.io
- pangian.com
- jobspresso.co/
- remotive.io
- powertofly.com (women in tech)
- angel.co
- skipthedrive.com

No Remote Filter, But Remote Jobs

- builtin.com/jobs
- themuse.com
- indeed.com

Freelance Remote Work Job Boards

- freelancer.com
- fiverr.com
- upwork.com
- linkedin.com/profinder
- freelancermap.com

Search Engines with Remote Filters

- linkedin.com
- dribbble.com/jobs
- idealist.org
- careerbuilder.com
- internships.com/virtual

Newsletter - Curated Jobs

- workingnomads.co/jobs

TALKING WITH YOUR DEPARTMENT ABOUT ALTERNATE PROJECTS

If internship options aren't working out, how do you fulfill major requirements? Consider talking with your department's academic internship supervisor about alternate experiential projects that you can complete during the COVID-19 crisis. There may be research opportunities or other professional development work available for you to meet requirements.

Here is a project-based learning resource to reference: riipen.com

ADDITIONAL INSIGHTS

Review links for market insights, job search tips, learning opportunities & more.

Each bullet point, below, includes information that will be helpful as you navigate your job and internship search during the COVID-19 crisis. For additional resources and information, email Sarah Bell at sbell@waynesburg.edu.

The Job Market & Career Development

- [Job Market Insights, Cultivated Culture](#)
- [100 Companies with Remote Jobs, FlexJobs](#)
- [Networking Tips, LinkedIn](#)
- [Who's Hiring, LinkedIn](#)
- [Waynesburg University Resume Guide](#)

Job Search Tips

- [Job Search Tips, Forbes](#)
- [Tips to Keep Your Job Search Active During COVID-19, Fast Company](#)
- [Tips for Soon-to-Be Graduates, Forbes](#)
- [Job Seeking During the Coronavirus, LinkedIn](#)

Internship Resources

- [Micro-Internship Insights, Forbes](#)
- [Intern Bridge, Internship Resource](#)
- [Dos and Don'ts of Virtual Internships, The Muse](#)

Professional Development

- [LinkedIn Learning - Free for One Month!](#)
- [Virtual Career Fairs, CareerEco](#)

Interview Tips

- [Job Interview Tips, Career Builder](#)
- [Mastering Virtual Interviewing, BPI Group](#)

To Share with Potential Employers

- [Reasons Employers Should Consider Virtual Internships](#)
- [Tips for Developing a Virtual Internship Program](#)