
ASPE Training Internship Program

ASPE Training
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ASPE Training is the nation's leading IT and professional development company that specializes in tailored solutions for all levels of the enterprise. Through our wide range of Subject Matter Experts, extensive capabilities, and strategic partnerships, we build and deliver a range of solutions to transform your organization. Our priority is to provide you with the tools and knowledge that you need to make your organization more efficient, more effective and more successful.

ASPE has an open Internship program, available in multiple departments providing High School Seniors or recent High School graduates the opportunity to work in a professional office environment, learning hands-on practices to help prepare them for their future careers. These are unpaid internships with flexible work hours, allowing you to work after school hours, or limited hours during the Summer.

Current Internship Opportunities Include:

Operations Intern: This position will focus on supporting the delivery of our training classes across the country. You will work in our office and fully participate as a member of the Operations team. This role would assist with registrations, process documentation, and more. You will be exposed to software systems and platforms, such as Salesforce CRM, which are widely used in the corporate world. Recommended to have a strong desire to learn and high familiarity with technology.

Accounting Intern: This position will focus on supporting the Accounting department. You will work in our office and fully participate as a member of the Accounting team. This role would assist with processing invoices, assisting with Accounts Payable and Accounts Receivable, documenting costs, etc. You will be exposed to software systems and platforms, such as Salesforce CRM and Quickbooks, which are widely used in the corporate world. Recommended to have interest in a future career in Finance or Accounting with a strong desire to learn and high familiarity with technology.

Marketing Intern: This position will focus on supporting the Marketing department. You will work in our office and fully participate as a member of the Marketing team. This role would assist with email marketing, post-mail marketing, other digital marketing channels, graphic design, and more. You will be exposed to software systems and platforms, such as Adobe Creative Suite and Marketo, which are widely used in the corporate world. Recommended to have interest in a future career in Marketing with a strong desire to learn and high familiarity with technology.

These internships all initially will begin as unpaid internships for a set period agreed upon by ASPE and the intern. However, there may be opportunities to earn a paid position, should there be a successful candidate. If you are interested in the opportunity, please contact Tom McGraw for more information.