



Innovative Career Education Internship Program

Time Period – 8 weeks during the summers of 2020 and 2021

Company – Ad Astra Information Systems, Overland Park, Kansas

Ad Astra has collaborated with more than 1,000 higher education campuses and state systems over the last 20 years to develop a suite of solutions designed to optimize space allocation and resource capacity to improve student outcomes.

Salary - \$14 an hour minimum; 30% paid by the Kansas Board of Regents

Bonus - \$5,000 toward tuition after the first year & \$5,000 the second year if hired

Contact – Tara Hansen, Internship Program Coordinator, 913-284-0915, thansen@aais.com

Ad Astra Information Systems Internships

About Us

By combining our unparalleled domain expertise with leading edge technology, Ad Astra is helping higher education in its mission to advance timely student completions. We are building a cloud-based software platform that will provide the foundation for our next generation of industry-leading solutions and analytics.

Position Summary

Ad Astra Information Systems has developed a unique Internship program designed for individuals interested in entering one of the following fields:

- Marketing
- Sales
- Business Development
- Account Management
- Technical Services
- Software Development

The birth of the Ad Astra Internship Program was the result of a passion for developing our team and furthering the mission and impact of our philanthropy partners. Interns will be mentored and trained in Ad Astra's successful collaborative team approach and consultative strategy. Interns will be mastering skills in their areas of emphasis within the higher education industry, as well as partnering with one of our philanthropy partners. At the conclusion of the internship program, we hope participants will have gained real-world experience in their area of emphasis in a Software as a Service company, and exposure in a not for profit environment.

Core Competencies

- Problem Solving
- Collaborative Communication
- Sense of Urgency
- Results Focus

Core Responsibilities

- Perform needs analysis for chosen ministry partners and develop campaign using learned skill sets
- Develop a comprehensive follow-up plan
- Follow strategy initiatives and document contacts and conversations
- Shadow department specific professionals in order to better understand the different business processes of Ad Astra
- Develop relevant domain and industry knowledge (software and non-profit partner) in order to determine if either of these two fields are attractive post-graduation
- Suggest innovative ideas to increase productivity and improve the overall experience
- Work with marketing to better understand lead generation campaigns
- Work with sales outreach team to better understand lead cultivation strategies
- Work with Regional Vice Presidents on project scoping and negotiation
- Work with Account Executive team to better understand client engagement and services
- Work with Data & Strategic Consulting team to better understand visualization of solutions approach and client deliverables
- Work with Engineering and/or Support Services teams to better understand the software development process including Agile methodology
- Provide feedback to company management on internship program and make recommendations to improve this program moving forward.

Requirements

- Junior or Senior or recent graduate at a regionally accredited colleges/university
- Ability to work a minimum of 10 hours per week
- Effective communication, presentation, and research skills
- Firm understanding of industry specific tools
- Passion for faith-based initiatives
- Creative and organized
- Strong interpersonal skills
- Ability to multi-task, prioritize with effective time-management
- Enthusiastic and passionate

Ad Astra Information Systems, LLC. is an equal opportunity employer and values diversity. All employment decisions are based on qualifications, merit and business need.

Tara Hansen

Internship Program Coordinator

Ad Astra Information Systems

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