



### 1. Who is SOCHE?

- Southwestern Ohio Council for Higher Education, a nonprofit organization, uses regional workforce initiatives and internship management to connect industry employers with talented students to develop the workforce of tomorrow by providing experiential learning opportunities to students through paid internships. (<https://www.soche.org/>)

### 2. Why host an intern?

- Free up staff to work on high-level strategic tasks by taking advantage of quick learning students who innately understand the latest technologies and the desires of future consumers.
- Create your future pipeline of talented employees.
- Help students explore career pathways for future career success.
- An internship will give a student a competitive edge when applying for advanced college admission and full-time employment.
- Make a difference in the local community and significantly impact a young person's life by allowing them to develop real-world professional experience and life skills.
- Provide students the opportunity to pay for college tuition and learn money management skills as they earn a wage for their hard work.

### 3. How do I participate?

- SOCHEIntern makes hiring interns easy and affordable, giving you the freedom to focus on your job!
- Below is our 5-step process for hiring an intern.
  1. SOCHE creates a job description based upon your company's identified needs.
  2. SOCHE works to recruit qualified students, collects applications and resumes from promising candidates, conducts an initial screening, and refers the best matches to your Designated Contact.
  3. Your Designated Contact conducts the interviews, selects the candidate that best fits your needs, and informs SOCHE of the decision.
  4. SOCHE makes an offer to your chosen candidate and hires the student as a SOCHE employee.
  5. **SOCHE manages the hiring paperwork, payroll duties, timekeeping functions, taxes, and insurance while you enjoy the benefits of having an intern on staff.**
    - We pay your intern bi-monthly and invoice your business once per month. The monthly cost depends on the number of hours your intern works.
    - SOCHE checks in regularly with your Designated Contact and your intern to ensure everything is working effectively.
    - SOCHE creates a professional development plan for your intern to assist them with transitioning from a college student to a full-time professional work environment.



4. Does SOCHEIntern offer placement and recruiting services?
  - A company can choose to directly hire an intern instead of using SOCHE’s payroll and HR services for a nominal placement/recruiting fee.
  
5. How long do I need to commit to hosting an intern?
  - To ensure the program is beneficial to the student and the company, we request a minimum of 8 weeks, but the student can remain in the program indefinitely. The student’s hours will vary depending upon school schedule and need. The average student will work between 15 -30 hours per week and is eligible to increase hours during summer break.
  - A Cooperative Education Student (Co-op) is another affordable choice for a company that requires a full-time student. The student alternates between semesters of full-time work and full-time school.
  
6. What is the financial commitment?
  - The financial commitment depends upon the number of hours a student works and pay rate.
    - i. Example: Student works 10 hours per week for 10 weeks at \$20.00 per hour  
100 Total Hours = \$2,000 Total Investment
  
7. What can a student do in a professional work environment?
  - The skills that students possess entering the company will allow them to perform everyday tasks to support staff or to independently work on special projects which will contribute to the success of the company.
  - The students are prepared to work in both STEM and non-STEM positions like:

IT Computer Support	Cyber Security	Software Development
Accounting and Finance	Business Administration	Customer Service and Sales
Engineering	Pre-Law and Political Science	Social Media, Marketing, and Digital Design

8. Can an intern work remotely?
  - Yes. Today’s interns have the technical abilities and discipline to work independently and collaborate on projects virtually.
  
9. Is there a fee associated with converting an intern into a permanent company employee?
  - After six (6) months, if an intern is a perfect fit, there is no charge for converting the intern into a permanent employee!

Contact [Patty.Buddelmeyer@soche.org](mailto:Patty.Buddelmeyer@soche.org) to start building your workforce with SOCHEIntern.