

**Who is SOCHE?**

Strategic Ohio Council for Higher Education, a nonprofit organization, uses 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/>)

**Why host an intern?**

1. 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.
2. Create your future pipeline of talented employees.
3. Help students explore career pathways for future career success.
4. An internship will give a student a competitive edge when applying for advanced college admission and full-time employment.
5. Make a difference in the community and significantly impact a young person's life by allowing them to develop real-world professional experience and life skills.
6. Provide students the opportunity to pay for college tuition and learn money management skills as they earn a wage for their hard work.

**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 independently work on special projects that will contribute to the company's success. Students are prepared to work in both STEM and non-STEM positions like:

IT Computer Support	Cyber Security	Software Testing and Development
Accounting and Finance	Social Media, Marketing, and Digital Design	Business Administration, HR, and Sales
Engineering	Research	Manufacturing and Skilled Trades

**The 3-Step Hiring Process:**

**Step 1**

SOCHE creates a job description based on your company's identified needs, recruits qualified students, collects applications and resumes from promising candidates, and conducts an initial screening.



**Step 2**

SOCHE refers the best matches to your Designated Contact. Your Designated Contact conducts the interviews, selects the candidate that best fits your needs, and informs SOCHE of the decision.



**Step 3**

SOCHE makes an offer to your chosen candidate and hires the student as a SOCHE employee. SOCHE manages the hiring paperwork, payroll duties, timekeeping functions, taxes, and insurance while you enjoy the benefits of having an intern on staff.



**Can an intern work remotely?**

Yes, today's interns have the technical abilities and discipline to work independently and collaborate on projects virtually.

**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.

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

**SOCHEIntern makes hiring interns easy and affordable, giving you the freedom to focus on your job!**

**What does SOCHE do throughout the internship?**

- ✓ SOCHE pays your intern bi-monthly and invoices your business once per month. The monthly cost depends on the number of hours your intern works, plus a minimal administrative overhead fee.
- ✓ SOCHE provides professional development opportunities to your intern to sharpen their skills and creates a professional development plan to assist them with transitioning from a student to a full-time professional work environment.
- ✓ SOCHE checks in regularly with your Designated Contact and your intern to ensure everything is working effectively.

**How long do I need to commit to hosting an intern?**

- ✓ A part-time internship typically runs for at least ten weeks. Interns' work schedules will vary depending on the company's needs and students' availability. Interns will work approximately 10 - 25 hours per week while attending classes. Interns can continue the internship if they are a good fit for the company.
- ✓ A full-time co-op typically runs for 12 weeks. The co-op will work full-time and not take classes during the co-op. A good fitting co-op can continue working with an alternating class/work schedule.

**Are interns only college students?**

No, SOCHEIntern offers employers the flexibility to hire students at all skill levels – high school thru post-doc.

**Does SOCHE offer any financial incentive to hire an intern?**

Yes, Miami Valley Intern Academy (MVIA) is a division of SOCHE that is made possible by a generous grant from the Engineering & Science Foundation of Dayton. MVIA provides high school students with first-hand experience to explore career paths through paid internships by incentivizing

employers to host a high school intern by paying 50% of the intern's salary.

**How does a company qualify for partial salary reimbursement through the MVIA grant?**

Companies that offer meaningful work experiences to expose students to STEM fields, Advanced Manufacturing, Logistics, Medical, Business, or other in-demand career paths are eligible for reimbursement.

Companies should commit to supporting the student for a minimum of 80 hours of employment. If the student is a perfect fit for the company, there are no fees to convert the student to the company's payroll. In addition, companies should agree to allow the intern to tour a college of choice, if requested, during work hours to understand advanced educational opportunities better. The student will be permitted up to 5 hours of paid leave to tour a college or trade school.

**What is the financial commitment for a Company?**

The financial commitment depends upon the number of hours a student works, the student's academic status, and the pay rate, for example:

The student works 10 hours/week for 10 weeks at \$10/ hour  
 100 Total Worked Hours = \$1340 Total Employer Investment  
 (including all HR, payroll, insurance, and taxes)

- ❖ MVIA grant discount for high school students = \$670 Total Investment (must meet eligibility requirements)

The employer sets the hourly pay rate in concert with SOCHE.

**Can a student continue their internship after high school?**

Yes, SOCHEIntern seamlessly converts your high school intern into a college intern without additional paperwork or fees. The longer you keep an intern working for you, the more likely they will stay on your team for years and years.

**Is there a fee for converting an intern into a permanent company employee?**

If an intern is a perfect fit, there is no charge for converting the intern into a permanent employee!