Center for Professional Selling  
Sales Internship Information Request

http://marketing.mccoy.txstate.edu/internships/salesinternships/employerguidelines.html

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SALES INTERNSHIP INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Company</td>
<td>Enterprise Holdings</td>
</tr>
<tr>
<td>Contact Information</td>
<td></td>
</tr>
<tr>
<td>Name of Contact</td>
<td>Marcus Everett, Talent Acquisition Specialist</td>
</tr>
<tr>
<td>Address</td>
<td>4210 South Congress Ave.</td>
</tr>
<tr>
<td>Phone</td>
<td>512-497-6796</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Marcus.Everett@ehi.com">Marcus.Everett@ehi.com</a></td>
</tr>
<tr>
<td>Start Date of Internship</td>
<td>TBA</td>
</tr>
<tr>
<td>Number of Interns Needed</td>
<td>5-10</td>
</tr>
<tr>
<td>Job Description (Attach)</td>
<td>Please have students apply online at: <a href="https://us-erac.icims.com/jobs/100375/summer-management-trainee-intern---">https://us-erac.icims.com/jobs/100375/summer-management-trainee-intern---</a> For the Austin Internship</td>
</tr>
</tbody>
</table>

Keep in mind that the minimum internship requirements are: Fall or Spring Semester: 200 hours and 10 weeks, Summer Semester 8 weeks and 160 hours. If you have any questions, please contact me at either my email or cell number. Thank you for your support.

A Wayne Noll  
Sales Internship Coordinator,  
Senior Lecturer, Department of Marketing  
McCoy College of Business Administration  
AN23@txstate.edu  210-872-6655 Cell
2014 Summer Internship Program
Austin/Central/West Texas

Internship Coordinators: Jamie Gaertner, Group Talent Acquisitions Manager
Ryanne Janca, Group Talent Acquisitions Specialist
Marcus Everett, Group Talent Acquisitions Specialist
4210 South Congress
Austin, TX  78745
Phone: 512.462.1597
Website:  http://go.enterprise.com
https://us-erac.icims.com/jobs/100375/summer-management-trainee-intern--austin/job

OBJECTIVE:
For students to develop a general understanding of the entrepreneurial replacement rent-a-car business, along with exposure to customer service, office administration, fleet management, inside sales, outside sales/marketing, staff development, training and other teamwork issues.

JOB DESCRIPTION:
Summer Interns will be exposed to all aspects of operating and managing a business with a large focus on sales and customer service responsibilities. Duties include and are not limited to:
1. Handling telephone and walk-in inquiries.
2. Quoting rates and making reservations in the computer
3. Customer pick-up and return
4. Develop working knowledge of automobile industry as it relates to the replacement rental car market.
5. Open rental contract.
7. Receipt revenue
8. Learn balance and deposit procedures.
9. Prepare vehicles for pre-rental cleanliness and maintenance (wash, vacuum, clean, check fluids, and tire-pressure). May participate in other fleet management duties
10. Contact clients for billing information and contract extensions (callbacks).
11. Up sell various products including Collision Damage Waiver, Personal Accident Insurance, Supplemental Liability Protection, RAP, larger car classes, and pre-paid fuel.
12. Learn effective customer dispute resolutions to enhance overall customer experience
13. Develop an understanding of the car sales division and send leads for customers interested in purchasing used cars

HOURS AND PAY:
Interns will average 40-45 hours per week depending on the needs of the branch and desire of the intern to work more than 40 hours. Interns will be paid $10.00 per hour up to 40 hours per week. Interns will be paid $15 per hour for hours exceeding 40 hours per week (overtime). Paychecks are distributed every other Friday.
The 2014 Internship will at the end of May (date will be confirmed early April) with a mandatory 2 day orientation, the final day of the formal program will conclude at the end of July.

**REQUIREMENTS:**
Junior or Senior enrolled in a Bachelors degree program at a college or university. Good driving record (2 or less moving violations in last 3 years, no DUI). If under 21 years of age must have no moving violations on MVR.

**INDIVIDUAL PAPER:**
You will prepare a written overview of your intern experience. We are finalizing topics as well as length and will have that information provided at the intern orientation.

The intention of this paper is for the Intern to apply knowledge from their course of study to practical work experience at Enterprise.

**INTERNSHIP SCHOLARSHIP PROGRAM:**
Each Intern will participate in several activities during the summer internship program. The activities will involve customer service, sales matrix performance, recruiting and business operations. Cash prizes will be awarded for the top three interns.

**MISCELLANEOUS NOTES:** As part-time or seasonal employees, Interns are not eligible for benefits including, but not limited to, medical/dental coverage, paid sick days, paid holidays off, etc. Interns are eligible to participate in and be nominated for various awards given at our monthly “ELITE and Club 100” provided they reach any stipulated requirements.