Facilities Management  
One University Circle  
Macomb, Illinois 61455  
309/298-1834

MEMORANDUM

TO: Internship Applicants  
FROM: Scott Coker  
DATE: November 17, 2014  
RE: Facilities Management Internship

Facilities Management (FM) welcomes candidates to apply for internship opportunities to learn how FM manages the buildings and grounds on campus. There are several areas in Facilities that an intern can learn day to day operations and what it takes to keep the campus functioning. The intern will report to the director of Facilities and work closely with a chosen departmental manager to complete the semester long project.

Potential semester long projects include:

- Working with Facilities, Planning and Construction to monitor ongoing campus construction projects and publicize the progress to the campus community. The intern would communicate with University Relations to publicize major milestones and work on the F,P&C webpage.
- Working in the FM Business Office to monitor budgets, productivity and efficiency for the entire organization.
- Work with Landscape Maintenance to help oversee and plan the outdoor areas of campus. This would include guiding the landscaping master plan, interacting with the Tree Advisory Board and implementing the Landscape standards.
- Work with the Building Services department to plan and implement up to date cleaning standards and benchmark with other Universities.
- Other; propose your own practicum experience.

Facilities Management is working to change how it operates. To continue to be successful, FM has to use the latest procedures, measure how we perform and continually improve. There are several other internship opportunities in Facilities that are not listed above and we welcome all applicants.