

SNU 미주동창회 멘토링 프로그램 (SNUAA-USAMentoringProgram) 멘토지원서(MentorApplication)

1. 멘토기본인적사항(Personal Information)

성명(Name)	JaniceJHaahs(손재옥)	현재소속기관 (Organization)	TimothyHaahs& Associates,Inc.	
단과대학 (College)	가정대학	학과 (Department)	가정관리학	
전화(Tell) (CellPhone)	267-736-2992	E-mail	jhaahs@timhaahs.com	
서울대학년 (SNUEntrance Year)	1977	서울대입학시전공 (Major)	가정관리학/정치사회학(부전공)	
주소(Address)	1210KingsleyCourt,LowerGwynedd,PA19002			
멘토링해줄수 있는전문분야 (Specialtyarea(s) formentoring)	Architecture/EngineeringorBusinessAdministration			
멘토링기관(Me ntoring Institute)	TimothyHaahs& Associates,Inc.	멘토링구분 (MentoringType)	인턴쉽/단기연수	
멘토링기관주 소(Address)	ㄷ			
숙소구분 (Housing)	개별렌트			
멘토링비용(Mentoring Cost)	항공료, 체재비는 본인 부담 원칙이며 인턴쉽 등에 비용이 발생할 경우 추후 논의가능			

2. 멘티를 위한 멘토링 정보 (Mentoring Information for Mentee)

대학 혹은 연구소일 경우 연구 분야, 기업의 경우 담당 업무 등 기타 멘티가 필요한 정보 기입
(Please describe the internship and research topics in detail for mentee's information.)

Timothy Haahs & Associates, Inc. (Tim Haahs) provides comprehensive planning, architectural design, and structural engineering services for mixed-use and parking related projects. Our extensive in-house expertise gives our clients a single source of responsibility to meet their planning, design and engineering needs from the conceptual stages of a project, through construction administration and beyond.

We are committed to our mission - "We exist to help those in need", and are seeking highly motivated individuals who not only have a passion for what they do, but will embrace our core values and mission by applying them in their day-to-day work.

We offer a collaborative working environment in which employees receive the support and encouragement they need to grow professionally as well as personally.

Graduate and undergraduate students majoring in Business Administration or a related discipline (i.e. accounting, finance, economics, information systems, information technology, communications, marketing, human resources, etc.) will benefit from the Tim Haahs Business Administration Internship Program which provides opportunities for practical experience in a variety of business disciplines.

The ideal candidate is a student pursuing a Bachelor's or Master's degree in Business Administration or a related discipline with a current grade point average (GPA) of 3.5/4 or higher.

The duration and work hours of the program can be tailored to the student's availability. Program participants can expect to be involved with projects in the following areas:

Business Administration

- Office Administration
- Equipment/Asset Management
- Vendor Services Management
- Business Insurance Administration & Risk Management

Information Technology

- Hardware/Asset Management
- Software/Systems Management
- Network & Infrastructure Management
- Data Management

Human Resources

- Recruitment, Selection & Onboarding
- Employee Benefits & 401k Administration
- Policy & Procedure Management
- Performance Management
- Training & Development
- Strategic Organizational Development

Accounting & Finance

- Financial Accounting & Record Keeping
- Professional Service Contract & Billing Management
- Financial Analysis, Budgeting & Reporting
- Payroll Management
- Taxation & Compliance

Marketing & Communications

- Corporate Communications
- Client Relations
- Event Planning
- Database Management
- Sales & Business Development

ArchitectureInterns

- Observeallphasesofcomplex architectural/structuraldesignprojects from projectset-upthroughdesignand intoconstructionadministration.
- Assistwiththedevelopmentof innovative designsolutionsandpreparationof conceptual,schematicandfinaldesigns fora varietyofprojects.
- Preparedocumentationthroughoutall phasesofassignedprojects(SD/DD/CD).
- Assistwithperformanceofconstruction administrationservicesrelatedtoshop drawingreviewandfieldvisits.

EngineeringInterns

- Observeallphasesofcomplex architectural/structuraldesignprojectsfrom projectset-upthroughdesignandinto constructionadministration.
- Assistwiththepreparationofengineering calculations,structuraldrawingsanddetails (i.e.constructiondocuments).
- Researchcodeissues(buildingand structural).
- Assistwithperformanceofconstruction administrationservicesrelatedtoshop drawingreviewandfieldvisits.

Toapply,sendaresume,coverletterandtworeferencesincludinggradeaverage(GPA)via emailtoamchugh@timhaahs.com.FormoreinformationatTimHaahsvisitusat www.timhaahs.com.