

11th Grade
Job Shadow
Resource Book



Job Shadow Resource Book

At Alexandria Area High School, all juniors are provided an opportunity to participate in a full-day job shadow experience at a location of their choosing. In order to support students, the job shadow resource book was created as a tool for students to use when identifying possible locations for a job shadow experience.

The table of contents below explains how the book is laid out.

Table of Contents

1. **Career Pathway Overview** - Quick table reference of career pathways within BCE, EMTNR and HSHS and the businesses/organizations within the resource book that offer job shadowing opportunities within those careers. The reference table is meant to provide a quick snapshot for students of different businesses/organizations that offer careers within a particular pathway as many of them have career opportunities that go across the academies.
 - 1.1. BCE - Business, Communications & Entrepreneurship
 - 1.2. EMTNR - Engineering, Manufacturing Technologies & Natural Resources
 - 1.3. HSHS - Health Sciences & Human Services
2. **Businesses/Organizations** - Each business/organization included within the resource book has provided the contact for their location as well as specifics on how many students can shadow during the designated job shadow week.
 - 2.1. 3M
 - 2.2. Aagard
 - 2.3. Alexandria Aviation
 - 2.4. Alexandria Lakes Area Chamber of Commerce
 - 2.5. Alexandria Industries
 - 2.6. Alexandria Motors
 - 2.7. Alexandria Police Department
 - 2.8. Alexandria Public Schools
 - 2.9. Alomere Health (Hospital/Clinic/Heartland Orthopedics)
 - 2.10. Anderson Funeral Home
 - 2.11. Bayer Interior Woods - Sauk Centre
 - 2.12. Bethany on the Lake
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 - 2.14. Caring Hands Dental Clinic
 - 2.15. Carlos Creek Winery
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- 2.46. State Farm - Amy Chrisopherson
- 2.47. Trumm Drug
- 2.48. Viking Bank
- 2.49. WELL & Company
- 2.50. West Central Minnesota Communities Action, Inc.
- 2.51. Winning Edge Graphics
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- 2.53. YMCA

BCE		
Arts, Audio/Video Technology & Communications	Business, Management & Administration; Finance; Hospitality & Tourism; Marketing, Sales & Service	Information Technology
<i>Shadowing Opportunities</i>	<i>Shadowing Opportunities</i>	<i>Shadowing Opportunities</i>
<ul style="list-style-type: none"> *Andria Theatre *City of Alexandria (Communications) *Ravnik & Co. (Interior Design) *Runestone Museum *Winning Edge Graphics (Design, Vinyl Production, Screenprinting/Embroidery) 	<ul style="list-style-type: none"> *Alexandria Area Chamber of Commerce (Marketing/Business) *Alexandria Industries (Marketing; Sales; Finance/Accounting) *Bayer Interior Woods - Sauk Centre (Marketing & Purchasing) *Brenton Engineering (Finance/Accounting; Marketing) *Cherry Street Books (Retail Sales; Store Operations) 	<ul style="list-style-type: none"> *Alexandria Industries (IT/IS) *LGC Douglas Scientific (IT) *Star Energy *Viking Bank (IT)

	<ul style="list-style-type: none"> *City of Alexandria (Finance; Marketing) *Douglas Machine (Accounting, Marketing, Administrative Assistant) *Ella's Salon (Hair Stylist) *Fat Daddy's (Sales, Marketing, Business Management, Culinary) *Glenwood State Bank (Alexandria or Glenwood Location) *Habitat for Humanity *Knut Nelson (Administration, Accounting) *Lakes Area Magazine (Marketing Sales Management, Business Management) *Le Ferme (Chef/Cook, Server) *LGC Douglas Scientific (Finance, Marketing) *LifeSTAGE Wealth Management (Finance) *Marco (Sales) *ORB Commercial Real Estate *Pike & Pint *State Farm - Amy Christopherson (Marketing/Sales/Finance) *Viking Bank (Finance, Loan Officer/Credit Analyst) *West Central MN Communities Action, Inc. 	
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EMTNR			
Agriculture; Food & Natural Resources	Architecture & Construction	Manufacturing	Science, Technology, Engineering & Math
<i>Shadowing Opportunities</i>	<i>Shadowing Opportunities</i>	<i>Shadowing Opportunities</i>	<i>Shadowing Opportunities</i>
<ul style="list-style-type: none"> *Carlos Creek Winery (Viticulturist or Enologist) *DNR *Horizon Public Health (Environmental Health) 	<ul style="list-style-type: none"> *Bayer Interior Woods - Sauk Centre *JLG Architects 	<ul style="list-style-type: none"> *3M *Aagard *Alexandria Industries *Bayer Interior Woods - Sauk Centre (Machine Operation; Spraying & Finishing) *Brenton Engineering *Douglas Finishing *Douglas Machine (CNC Machining, Welding, 	<ul style="list-style-type: none"> *3M *Aagard *Alexandria Industries *Brenton Engineering *Douglas Finishing *Douglas Machine (Mechanical & Electrical) *LGC Douglas Scientific *Massman *Star Energy (GIS) *Alexandria Aviation

		Sheet Metal Fabrication & Metal Sawing) *FORCE America *LGC Douglas Scientific (Instrument Production, Consumables Production, Supply Chain, Quality, Testing) *Massman (Welding, Manufacturing Management, Assembly, Mechanical Assembly)	*Alexandria Motors
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HSHS				
Health Sciences	Education & Training	Government & Public Administration	Human Services	Law, Public Safety, Corrections & Security
<i>Shadowing Opportunities</i>	<i>Shadowing Opportunities</i>	<i>Shadowing Opportunities</i>	<i>Shadowing Opportunities</i>	<i>Shadowing Opportunities</i>
*Bethany on the Lake (RN; LPN; Nursing Asst.; Resident Asst.; Dietary; Activities Aide) *Caring Hands Dental Clinic *Central Lakes Orthodontics *Dean Anderson Dentistry *Douglas County Hospital *Horizon Public Health *Knute Nelson (Nursing, Therapy, Wellness, Activities, Dietary) *Trumm Drug *WELL & Company *Woodland Dentistry *YMCA	*Alexandria Public Schools *LGC Douglas Scientific (Training) *Alexandria Industries (Training & Development) *Horizon Public Health (Health Education) *YMCA	*City of Alexandria (Government overall; Building Inspection; City Planning; City Assessor)	*Aagard (Human Resources) *Alexandria Industries (Training & Development; Human Resources) *Anderson Funeral Home *Bayer Interior Woods - Sauk Centre (Human Resources) *Horizon Public Health *Knute Nelson (Human Resources, Social Work; Maintenance) *LGC Douglas Scientific (Human Resources, Customer Service) *Massman (Human Resources) *Pro Staff (Recruiter, Human Resources,	*Alexandria Police Department *Pemberton Law (Attorney, Paralegal)

			Employee Relations) *West Central MN Communities Action, Inc. *YMCA	
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3M

Contact - Todd Peterson - tlpeterson@mmm.com

3M will accommodate 5 students. All on the same day for a **half day only**. Date is **Thursday, April 6**.

Department	Number of Students
Contact Todd to determine departments available to shadow	5 total

Aagard

Contact - Sharlo N. Meyer snmeyer@aagard.com 320-759-4051

We can accommodate however many you need. We have several people that will be helping with this.

Department	Number of Students
Manufacturing Management	1
Production Scheduler	1
Mechanical Engineering	3
Electrical Engineering	1
Controls Engineering	1
Machinist	1
Welding	1
Human Resources	1

Alexandria Aviation

Website: <http://www.alexandriaaviation.com/>

Contact - Kreg Anderson - kanderson@alexandriamn.city - 320-762-2111

One student at a time can shadow with Kreg when doing ground training. It could be possible to go up in the plane with Kreg, but liability issues would have to be addressed with administration as well Alexandria Aviation first.

They are willing to take multiple students during the week; just one at a time.

Alexandria Lakes Area Chamber of Commerce

Contact - Tara Bitzan tbitzan@alexandriamn.org 320-763-3161

Department	Number of students
Marketing/Business	2 (total for the week)

Alexandria Industries

Contact - 320-762-6759

We will be able to host one student per department. We are going to have all students shadow on the same day of the week.

Department	Number of Students
Marketing	1
Human Resources	1
Safety	1
Engineering	1
Training & Development	1

IT/IS	1
Sales	1
Machine/Robotics/Applications/Tooling	1
Fabrication/Assembly/Extrusion	1
Customer Service/Estimating	1
Finance/Accounting	1

Alexandria Motors

Contact:

Nicole Nettleton nicole@alexmotorco.com 320-762-2114

Ross Wiegman ross@alexmotorco.com 320-762-2114

Department	Number of Students
Sales Department	1
Body Shop/Parts Dept	1
Service Department (Advising/Technicians)	1

We would like to have all students shadow on the same day of the week.

Alexandria Police Department

Contact - Officer Alec Swanson, 320-759-3706 or 320-762-2142 ext. 4526 or

aswanson@alexschools.org

3-4 students each day - **our experience would not be an entire day. It could be a block or two, but with data privacy, an entire day is tough for our agency**

Due to security and data privacy, what the students are allowed to see is limited. In the past, I have been authorized department administration to give the student(s) a tour of the police department, talk about our field and explain different areas of the field and answer any questions the student(s) might have. The student(s) will not be able to do a ride along and see actual things occurring, but I am able to transport them to the police department for the tour and the questions segment. I could also possibly arrange a tour of dispatch. The jail piece is much trickier and probably not an option. It could be a block or two, but with data privacy, an entire day is tough for our agency

Alexandria Public Schools

Contact - AAHS Academy Counselors in the College & Career Center

Alomere Hospital/Alomere Clinic/Heartland Orthopedic

*All requests for placements at one of these three locations must go through the academy coach

Contact - Claire Anderson - caanderson@alexschools.org Office - B242

Anderson Funeral Home

Contact - Alan M. Iverson alaniverson@andersonfuneral.net (320)763-5900

*1 student - either a half day or full day - will need to be flexible with the day as it will depend upon what is scheduled

Andria Theatre

Contact - Christine Reilly - christine@andriatheatre.org - 320-762-8300

We can accommodate however many you need. We have several people that will be helping with this.

Department	Number of Students
Nonprofit Leadership/ Management	2 students per day Half day only Only available on April 12, 13 or 14
Artistic Directing	
Marketing	
Human Resources	
Box Office Management	

Bayer Interior Woods in Sauk Centre

<http://bayerinteriorwoods.com>

Contact - 320.352.5404 ext. 132

Open to a large group or multiple groups or a single student

Department
Cabinetry Skills - Assembly
Machine Operation
Spraying/Finishing
Shipping
Design
Clerical
Marketing
Purchasing
Human Resources
Quality

Bethany on the Lake

Contact - Rachel Primus - rprimus@monarchmn.com - 320-762-1567

If it's nurses, we could have 5-7 per day. If it's a combination of nurses, nursing assistants, dietary, we could take up to 10 per day

Department
Administrator (if he is available)
RN (floor nurse or management)
LPN

Nursing Assistant
Resident Assistant
Activities Aide
Dietary (cook or aide)

Brenton Engineering

Contact - Julie Nowacki - julie.nowacki@promachbuilt.com - 320-852-8226

3-4 students each day but we would not be able to do that every day of the week during the job shadow week

Department	Number of Students
Assembly	1
Engineering	1
Finance/Accounting	1
Marketing	1

Caring Hands Dental Clinic

Contact: Stacy Schueller

320-815-5711 ext 2622

Email: stacy@caringhandsdc.org

Department	Number of Students
Dentist	1
Dental Hygiene	1
Dental Assistant	1

Carlos Creek Winery

Contact - Angie Saurer angie@carloscreekwinery.com 320-846-5443

Viticulturalist or Enologist

Number of students - per day

- Enologist would be limited to 2 students who are interested in chemistry.
- Viticulturalists would be 4 students interested in biology, agriculture, horticulture or forestry.
- Micro Biology and Food Science

Central Lakes Orthodontics

Contact: Linda Anderson

Email: admin@centrallakesorthodontics.com

Phone: 320.762.2101

Department	Number of Students
Orthodontist	1
Dental Assistant	1
Lab Technician	1
Reception	1

Cherry Street Books

Contact - Emily Regnier, *Owner* | emily@ellassalon.com | 612-618-4414

Retail sales and store operations

2 students per day for 3 days max will be 6 kids

City of Alexandria

Contact - Marty Schultz - mschultz@alexandriamn.city - 320-763-6678

3 students at a time in 1 day

Department

Governmental/Overall Administration
Building Inspection
City Planning
City Assessor
Finance

Dean Anderson Dentistry

Contact Information:

Email - info@deanthedentist.com

Phone - 320-762-2122

Departments	Number of Students
Dentist	1
Hygienist	1
Dental Assistant	1
Insurance Processing	1
Receptionist	1

We are often gone on Friday and occasionally gone on Monday. Hours are 7:15-3:30. Students can get experience in working with their hands on model teeth and observing chairside interactions.

Douglas Finishing

Contact - Troy Issendorf troy.issendorf@douglasfinishing.com 320-762-6235

Industrial Engineer/Manufacturing Engineer

1 each day, 2 total days

Douglas Machine

Contact - Hannah Doherty - hannah.doherty@douglas-machine.com - 320-762-6222

**all on the same day*

Department	Number of Students
Administrative Assistant	1
Engineers (Mechanical & Electrical)	4
Machine Shop (CNC Machining, Welding, Sheet Metal Fabrication & Metal Sawing)	1
Accounting	1
Marketing	1

DNR

Contact - Jeff Reed (DNR) jeffrey.reed@state.mn.us 320-634-7327

We should be able to accommodate 1-3 students next spring. Depending on what time of the month, we will be working Walleye propagation in some form, as well as Muskellunge population assessment. Mid to late April would likely require the student to be in a boat for ½ a day Muskie netting. Early to late May, the student/s would likely be shadowing in our hatchery or delivering Walleye fry to lakes and ponds....1/2 to a full day.

Ella's Salon

Contact - Emily Regnier emily@ellassalon.com 320-219-7676

Department	Number of Students
Hair Stylists	1-2

Fat Daddy's Bar & Grill

Contact - Chad Meyer chadm@gardencenterlanes.com 320-763-6565

1-2 students each day, depending on the day

Department
Sale
Marketing

Culinary
Business Management

FORCE America

Contact - Scott Goebel | sgoebel@forceamerica.com | (320)759-7330

Department	Number of Students (each day)
CNC Milling	1
CNC Programming	1
Mechanical Assembly	1
Hydraulic Assembly & Testing	1

Glenwood State Bank

1 Student - Alexandria or Glenwood Location

Contact - Sarah Pashen - sarah.pashen@glenwoodstate.bank - 320-634-1054

- Financial Focus

Habitat for Humanity

1 would be the total number of students that week.

Contact - Bob Voltz bob@hfhdouglascounty.org 320-759-1989

Opportunity #1 – ReStore (retail)

- Student(s) would be working with Bob Voltz, our ReStore Manager and/or Mona Strege, our ReStore Assistant Manager
- Could take 1-2 students
- The ReStore is open Wednesday, Thursday, Friday and Saturday, so the shadow date would need to fall within this timeframe

Horizon Public Health

Contact - Jessica Peterson, Public Health Supervisor | jessicap@horizonph.org | 320-762-2926

2-3 students would be the total number that week between the two departments.

Department
Health Education
Environmental Health

JLG Architects

1 student per day, maybe 4 days over 2 weeks.

Contact - Adam Barnett ABarnett@jlgarchitects.com 320-762-0368

Department	Number of Students
Architecture	1

Knute Nelson

Contact - Angie Urman Angie.Urman@knutenelson.org 320-763-1163

2 days, 1 in each department

Department	Number of students
Therapy	1
Social Work	1
Administration	1
Accounting	1
Activities	1
Wellness	1
Nursing	1
Dietary	1
Maintenance	1
Human Resources	1

Lakes Area Magazine

Contact - Amy Olinger, Sales Representative | amy@palmercreations.net

2 students for 1 day

Department	Number of Students
Marketing Sales Management	1
BAS Business Management	1

Le Ann Schoenle

Dental Assistant Recruitment Specialist

lschoenl@yahoo.com

218-821-7584

- Contact Le Ann if you are interested in a shadowing experience or internship opportunity with a dentist, dental hygienist or dental assistant. She is a retired teacher from Central Lakes College and works with the West Central Initiative to promote career development in dentistry.
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La Ferme

Contact - Matthew Jensen lafermemn@gmail.com 320-846-0777

Department	Number of Students
Chef/Cook, Server	3 (per day)

LGC Biosearch Technologies

Contact - Pat Kalina - Patrick.Kalina@lgcgroup.com - 320-298-4957

All students on 1 day

"Ideally, they would all come on the same day so we can have lunch together."

Department	Number of Students
Finance	1
HR	1

IT	1
Marketing	1
Instrument Production	2
Consumables Production	1
Customer Service	1
Supply Chain	1
Quality	1
Testing	1
Training	1
Science, Software Engineering, Electrical Engineering or Mechanical Engineering	2 total

Marco

Copier/Printer Sales

Contact - Tom Seidl toms@marconet.com 320-763-6000

Department	Number of Students
Sales	1

Massman Automation Designs

Contact - Lisa Guzek lisa.guzek@massmanllc.com 320-554-1002

5 a day in different departments is manageable for us

Department
Engineering-Mechanical and Design
Mechanical Assembly
Assembly
Welding
Manufacturing Management

HR Generalist

We could also do a manufacturing mixture where they spend some time with several different people like Safety Coordinator, Lean Director, Assembly Manager, Fabrication Manager

Noonan Sport Specialists

Noonan Sport Specialists
www.alexness.com

Contact Person: Dustin Schlichting - dustin.s@alexness.com - 320-808-9632

Maximum of 2 students per hour during business hours (5:30am-5:30pm).

Personal Training/Coaching

Curious about what it is like to be a personal trainer? Interested in developing athletes to perform at their best? Noonan Sport Specialists provides a safe and fun place for clients to thrive. See what it is like to be a personal trainer on the floor and what is involved behind the scenes.

NorthRock Partners *

Contact - Amy Gimbel gimbel@lifestagetruewealth.com 320-762-1880

Department	Number of students
Finance	4

ORB Real Estate, LLC

Contact - David L Johnson, Broker / Owner | dave.johnson@orbmgmt.com | 320.760.7558

Department	Number of Students
Real Estate	2 (one day)

Pemberton Law Firm *

Contact - Mandy Kaatz m.kaatz@pemplaw.com 320.759.3143

I am not sure that we could accommodate more than one day but we can be in touch as the week approaches

Department	Number of Students
Attorney	2
Paralegal	2

Pike & Pint Grill

Contact - Kent Kopp - pikeandpintgrill@gmail.com ; (320) 763-7468

Department	Number of Students
Culinary Team	2
Hospitality Team (Host/Busser)	1

Pro Staff

Contact - Carla Spaeth Carla.Spaeth@Prostaff.com 320-763-9277

Number of Students: 1 person a day, up to 2 or 3 a week - **Any day but Friday**

Department
Recruiter
Human Resources
Employee Relations

Ravnik & Co.

Contact - Betty Ravnik betty@ravnikinteriordesign.com 320-763-8300

3-4 students on one day of the week

Department	Number of Students
Interior Design	3-4

Runestone Museum

Contact - Amanda Seim admin@runestonemuseum.org 320-763-3160

The careers shadowed here cover:

General Museum Staff

Curator

Historical Researcher

Museum Executive Director

Museum Education Program Manager

Fundraising Specialist

Event Planner

Archive Specialist

Volunteer Coordinator

Sanford Health Broadway Clinic

*All requests for placements at one of these three locations must go through the academy coach

Contact - Claire Anderson - caanderson@alexschools.org Office - B242

Star Energy

Contact - Danielle Meinert DMeinert@star-energy.com 320-762-1697 ex. 100

Department	Number of Students
Geographic Information Systems (GIS) Analyst	1-3 (one day only)

State Farm - Amy Christopherson

Contact - Amy Christopherson, Agent 320-762-2395 amy.christopherson.wxpv@statefarm.com

Department	Number of Students
Marketing/Sales/Finance	1

Trumm Drug - Alomere Clinic & Downtown

Contact at Downtown location: Allan Fettig - allanf1209@gmail.com or call 320-763-3116

Contact at Clinic location: Aaron Finley - finl0010@umn.edu or call 320-763-3111

Department s	Number of Students
Pharmacist	1 at a time
Pharmacy Technician	1 at a time

Viking Bank

Contact - Shari Laven ShariL@vikingbankmn.com or Greg Steele 320-762-2036

Department	Number of Students
Loan Officer/Credit Analyst	2-3 total
Financial	
IT	

WELL & Company

Contact - Maria Yutzenka - maria@wellandcoalex.com - 320-314-3828

Department	Number of Students
Family Nurse Practitioner	1-3 students per day depending on which position they would like to shadow.
Registered Nurse	
LPN	

Skin Care Specialist	
Receptionist	
Marketing	

West Central Minnesota Communities Action

Contact - Heather Molesworth heatherm@wcmca.org 320-304-3458

Department	Number of Students
Human Services	1-2 at a time, 4 days

Winning Edge Graphics

Contact - Robyn Snyder robyn@winningedgegraphics.com 320-763-7953

Department	Number of Students
Design	1
Vinyl Production/Installation	1
Screenprinting/Embroidery	1

Woodland Dentistry

Contact: Kim or Presley at 320-762-0279

Department	Number of Students
Dentist	1
Dental Hygienist	1
Dental Assistant	1
Office Manager	1

YMCA *

Working at the Y gives employees the opportunity to strengthen communities and change lives, including their own. The YMCA employs over 150 people in management, administration, health & wellness, sales and member service and child care. YMCA employees empower young people, improve the community's health and well-being, and inspire action in members and donors.

Department	Number of Students	Contact Phone: 320-834-9622
Marketing/Communications	1/day	Amy Perreault, amy@alexandriaymca.com
Sales, Customer & Member Service	1/day	Amy Perreault, amy@alexandriaymca.com
Human Resources	1/day	Carley Noetzelman, cnoetzelman@alexandriaymca.com
Finance/Accounting	1/day	Carley Noetzelman, cnoetzelman@alexandriaymca.com
Health Sciences & Human Services (Personal Training/Group Fitness/Health & Wellness)	2/day	Tammi Pauly, tpauly@alexandriaymca.com
Government & Public Administration and/or non-profit leadership/management	1/day	Jackie Peters, jbucholz@alexandriaymca.com
Education & Training/YMCA Child Care (DHS Background studies required)	2-3/day	Tracy Gustafson, tgustafson@alexandriaymca.com