

## Incubator Intern

The Fredonia Technology Incubator is an economic development program of SUNY Fredonia. The Incubator promotes economic growth by supporting entrepreneurship and the development of new, innovative companies into successful business ventures. The incubator provides administrative and business services, mentoring, networking, professional consulting, educational opportunities, and access to capital and work ready space.

Interns work as a team to complete projects for the Incubator and its clients, including marketing, communications, accounting, finance, technology and event management. Please email resume and cover letter to Lauri Gawronski, Incubator Office Manager at [lauri.gawronski@fredonia.edu](mailto:lauri.gawronski@fredonia.edu)

### **Responsibilities:**

- Complete projects for **entrepreneurs** affiliated with the incubator
- Complete projects for community based **economic development** entities
- Support Incubator **accounting and budget** functions
- Utilize **marketing materials and practices** to bolster the Incubator's presence
- Support Incubator **website, social media, email marketing** and content development
- Align **social media promotional efforts** with the organization's marketing activities
- Draft written content such as **press releases**
- Contribute to the **completion of business documents**
- Assist with **scheduling events**
- Serve on planning committee for **Student Business Competition**
- Research on a variety of **entrepreneurial and economic development** topics
- Provide input on student-based projects, such as the **Innovation Design Studio**
- Draft **financial reports**
- Assist with **requisitions and expense forms**
- Interact with **campus student groups** on behalf of the incubator
- Assist with day to day office functions