

Fredonia Technology Incubator Competitive Internship Program

MARKETING & GRAPHIC DESIGN

APPLY NOW!



Responsibilities:

- Help create content for the Incubator including flyers, postcards, and advertising
- Help the Incubator companies with their graphic design projects
- Align social media promotional efforts with the Incubator's marketing activities
- Create content for the Incubator's social media outlets
- Create and update displays and presentations to help relay the mission and vision of the Incubator
- Attend weekly staff meetings
- Act as support for departmental staff and events as needed

Qualifications:

- Experience with marketing and graphic design
- Proficient in Microsoft Office applications such as Word, Publisher, PowerPoint and Excel, as well as Adobe Suite
- Attention to detail, the ability to multi-task, personable
- Excellent communication skills
- Work well in a team setting
- Ability to work in fast-paced environment
- Open to working events after hours (until approximately 7PM)
- Must have reliable transportation

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ACCOUNTING & FINANCE

APPLY NOW!



Responsibilities:

- Update FTI Strategic Plan & other business documents
- Assist with month-end financial reports
- Help with accounts receivable, accounts payable, and reconciliation
- Assist with the Student Business Competition
- Assist with invoicing/statements to clients on a monthly basis, create board reports on finances, and assist with requisitions and expenses
- Track inventory in the building
- Act as support for departmental staff and events as needed
- Attend weekly staff meetings
- Cover reception desk as needed

Qualifications:

- Knowledge of QuickBooks preferred
- Proficient in Microsoft Office applications such as Word, Publisher, PowerPoint and Excel, as well as Adobe Suite
- Attention to detail, the ability to multi-task, personable
- Excellent communication skills
- Work well in a team setting
- Ability to work in fast-paced environment
- Open to working events after hours (until approximately 7PM)
- Must have reliable transportation

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BUSINESS
ADMINISTRATION

APPLY NOW!



Responsibilities:

- Primary intern assigned to Student Business Competition planning
- Help the Incubator companies with business projects
- Assist in the completion of business documents for the Incubator and clients
- Assist in promotional tasks for Incubator events
- Attend weekly staff meetings
- Act as support for departmental staff and events as needed
- Cover the front reception desk as needed

Qualifications:

- Knowledge of business administration
- Proficient in Microsoft Office applications such as Word, Publisher, PowerPoint and Excel, as well as Adobe Suite
- Attention to detail, the ability to multi-task, highly personable
- Excellent communication skills
- Work well in a team setting
- Ability to work in fast-paced environment
- Open to working events after hours (until approximately 7PM)
- Must have reliable transportation

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COMMUNICATIONS

APPLY NOW!



Responsibilities:

- Draft press releases for announcements including new businesses, events, workshops, etc.
- Edit documents including business documents, grant reports, flyers, etc.
- Help the Incubator companies with communication projects
- Align promotional efforts with the Incubator's marketing activities
- Assist in promoting events hosted at the Incubator, including collaboration with media markets
- Create and update displays/presentations to help relay the mission and vision of the Incubator
- Act as support for departmental staff and events as needed
- Attend weekly staff meetings
- Cover reception desk as needed

Qualifications:

- Preferred experience with professional writing including press releases
- Proficient in Microsoft Office applications such as Word, Publisher, PowerPoint and Excel, as well as Adobe Suite
- Attention to detail, the ability to multi-task, personable
- Excellent communication skills
- Work well in a team setting
- Ability to work in fast-paced environment
- Open to working events after hours (until approximately 7PM)
- Must have reliable transportation

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SALES

APPLY NOW!



Responsibilities:

- Participate in social media campaigns to attract students to the Selling Curriculum
- Contact past students and manage responses. Report on the data on how many are in sales roles or seeking sales rep opportunities
- Analyze student progress on Hubspot certifications
- Assist students with their Hubspot logins

Qualifications:

- Knowledge of business administration
- Proficient in Microsoft Office applications such as Word, Publisher, PowerPoint and Excel, as well as Adobe Suite
- Attention to detail, the ability to multi-task, personable
- Excellent communication skills
- Work well in a team setting
- Ability to work in fast-paced environment
- Open to working events after hours (until approximately 7PM)
- Must have reliable transportation