

# Fredonia Technology Incubator Competitive Internship Program

## MARKETING & GRAPHIC DESIGN

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### **Responsibilities:**

- Create marketing content for the Incubator including flyers, advertisements, social media posts, press releases, etc.
- Assist Incubator clients with graphic design projects as needed
- Align social media promotional efforts with the Incubator's marketing activities
- Assist with program management for the Innovation Design studio
- Assist with student recruitment/retention
- Other duties 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. Experience with Canva or willingness to learn
- 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
- Must have reliable transportation

# Fredonia Technology Incubator Competitive Internship Program

## ACCOUNTING & FINANCE

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### **Responsibilities:**

- Assist with month-end financial reports
- Assist with invoicing/statements to clients on a monthly basis, create board reports on finances, and assist with requisitions and expenses
- Update monthly reports
- Assist with grant financial reports
- Assist with budget and financial documents
- Assist with student recruitment/retention
- Cover reception desk as needed
- Other duties as needed

### **Qualifications:**

- Proficient in Microsoft Office applications such as Word, Publisher, PowerPoint and Excel, as well as Adobe Suite
- Attention to detail and the ability to multi-task
- Excellent communication skills
- Work well in a team setting
- Ability to work in fast-paced environment
- Must have reliable transportation

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BUSINESS  
ADMINISTRATION

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## **Responsibilities:**

- Assist with Student Business Competition and Summer Fellowship Program planning
- Assist Incubator clients with business projects
- Assist in the completion of business documents for the Incubator and its clients
- Assist in promotional tasks for Incubator events
- Assist with student recruitment/retention
- Cover the front reception desk as needed
- Other duties 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 and the ability to multi-task
- Excellent communication skills
- Work well in a team setting
- Ability to work in fast-paced environment
- Must have reliable transportation

# Fredonia Technology Incubator Competitive Internship Program

## COMMUNICATIONS

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### **Responsibilities:**

- Draft press releases
- Edit business documents, grant reports, flyers, etc.
- Assist the Incubator clients with communication projects
- Align promotional efforts with the Incubator's marketing activities
- Assist in promoting events hosted at the Incubator, including collaboration with marketing intern
- Assist with student recruitment/retention
- Cover the front reception desk as needed
- Other duties 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 and the ability to multi-task
- Excellent communication skills
- Work well in a team setting
- Ability to work in fast-paced environment
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## SALES

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### 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
- Assist with student recruitment/retention
- Other duties as needed

### Qualifications:

- 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
- Must have reliable transportation