



THE CENTER FOR INNOVATION AND ECONOMIC DEVELOPMENT IS SEEKING SUNY FREDONIA STUDENT INTERNS!



Center for Innovation and Economic Development



APPLY NOW



AVAILABLE POSITIONS:

- Business Administration
- Communications
- Accounting/ Finance
- Marketing / Graphic Design
- Sales



THE IDEAL CANDIDATE WILL:

- Possess strong time management skills
- Have the ability to work in fast-paced environment
- Be personable and efficient
- Have experience with Microsoft Office programs
- Be punctual and professional



CONTACT US:

Please send your resume and cover letter to Project Coordinator Lauri Gawronski at lauri.gawronski@fredonia.edu



www.fredonia.edu/fti



incubatr@fredonia.edu



214 Central Ave
Dunkirk, NY 14048

Marketing & Graphic Design

Responsibilities

- 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 & personable
- Excellent communication skills
- Work well in a team setting
- Ability to work in a fast-paced environment
- Must have reliable transportation

Qualifications

- 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 student recruitment and retention
- Cover reception desk as needed
- Other duties as needed



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Accounting & Finance

Responsibilities

- Assist with month-end financial reports
- Update monthly reports
- Assist with grant financial reports
- Assist with budget and financial documents
- Assist with student recruitment and 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 a must
- 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*

Qualifications

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 and retention
- Cover the front reception desk as needed
- Other duties as needed

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



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Communications

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 and 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 a must
- Excellent communication skills
- Work well in a team setting
- Ability to work in fast-paced environment
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Sales

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 representative opportunities
- Analyze student progress on Hubspot certifications
- Assist students with their Hubspot logins
- Assist with student recruitment and retention
- Cover reception desk as needed
- Other duties as needed

Qualifications

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



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