



## Washington Business Week Summer Programs

### **SUMMER PROGRAMS (GENERAL) INTERN**

#### **Position Overview:**

This is a very competitive internship program. It is open to highly motivated high school juniors and seniors and college undergraduates who have attended at least one Business Week Program. The internship will provide experiential learning activities that develop the teamwork, leadership, and career skills you will need to navigate the workplace, succeed in college, and prosper as a young adult.

#### **Primary Responsibilities:**

- Support program set up prior to student arrival.
- Answer phones and maintain contact with Business Week office.
- Maintain onsite office while program is in session.
- Support Program Chair with any needs.
- Assist Washington Business Week staff with workshops and speaker room set up. This may include duties such as:
  - o Reviewing speaker needs
  - o Cleaning up room between groups of students
  - o Refreshing supplies as needed
  - o Assisting students find assigned seating
- Lead or assist with on-campus activities.
- Data entry

#### **Secondary Responsibilities:**

- Staging Company Advisor meeting room.
- Sorting and maintaining documents for the following day.
- Sorting and maintaining supplies needed for the following day.
- Setting up and packing for special events such as Stockholders Meeting and Trade Show.
- Preparing the onsite office to be packed up and then assist with packing.

#### **Additional Responsibilities:**

- Must be available to work 9 days, Friday to Saturday of the week of the program.
- Other responsibilities as assigned.

**Reporting Relationship:** This position reports to the Director of Programs or designee.

#### **Requirements/Experience:**

##### **Required**

- Must have attended at least one Washington Business Week program at either a summer location or an in-school program.
- Must have completed junior year of high school.
- If graduate student, must be within the first two years of college.
- Basic computer skills including Microsoft Office Suite, Social Media, and online software.
- Ability to work independently as well as collaboratively to achieve goals.
- Strong verbal, written, and interpersonal communication skills.
- Must be able to travel to Washington Business Week campus for full week stay.

*Business Week, Healthcare Week, Advanced Business Week and Technology Week are programs of the  
Foundation for Private Enterprise Education, a 501(c)(3) organization.*

**Washington Business Week**

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