HBCU IMPACT
EXPAND YOUR HORIZONS

HBCU Impact Summer Intern

This summer intern's role is to help the IMPACT Program Manager coordinate events and act as a liaison between program manager and other interns. Your responsibilities will include, but not be limited to the following below.

Responsibilities
- Activity follow up with students and companies
- Assist with logistical set-up and break-down of events
- Attend student and company meetings
- Collect and confirm RSVP attendance for even
- Coordinate Networking opportunities
- Coordinate Professional development workshops
- Coordinate weekend activities that expose students to Utah's unique culture
- Ensure student living conditions are acceptable
- Follow up with students on applications and paperwork

Requirements and skills
- Attention to detail and problem solving skills
- Excellent time management skills and the ability to prioritize work
- Excellent written and verbal communication skills
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Proven experience as an Assistant
- Strong organizational skills with the ability to multi-task
- Working knowledge of office equipment, like printers and fax machines
- Have basic knowledge of HBCUs

Work Conditions
Nearly continuously: office environment
Often: Community and social outdoor activities

- **Physical Requirements and Level of Frequency that may be required**
- Nearly Continuously: Sitting, hearing, listening, talking.
- Often: Repetitive hand motion (such as typing), walking.
- Seldom: Bending, reaching overhead.

To apply, please send your resume and letter of intent to the Program Manager, Simone Lawrence, at simone.lawrence@utah.edu