General Responsibilities

The Business Partnership Development Intern works with district staff and community resource contacts to research potential business partnership opportunities, draft proposed school-business partnership projects, and prepare partnership proposals for presentation to district administration and business leaders.

Example of Duties

1. Collaborates with departments to identify projects that align with organizational strategies.
2. Researches potential businesses to match with each project and creates proposals to secure local business resources.
3. Researches and shares best practices in school-business partnership that address district needs and goals.
4. Writes and presents project plans for school-business partnership projects and new programs.
5. Develops and prepares reports that assist in decisions made relative to the operation of the partnership program.
6. Coordinates project planning activities, including facilitating discussion groups and planning teams, developing surveys and needs assessments, and reviewing relevant data.

Equipment Used

Digital SLR cameras and office equipment, including computer, printer, fax machine, scanner and copy machine.

Independent Decisions

The Business Partnership Development Intern is expected to make independent decisions as they pertain to working with community or other partners to develop cooperative projects.

Primary Working Contacts

The Business Partnership Development Intern works on a daily basis with the Director of Grants and Special Projects, the Director of Community and Public Relations, and local business leaders.
Responsibility for Cash, Equipment, Safety

None

Supervision Received and Exercised

The intern works under the direction of the Director of Grants and Special Projects.

Unusual Working Conditions

Some evening and weekend meetings may be required. Occasional travel in the borough may be required.

Evaluation

None

Qualifications

Education: Junior or Senior standing in an accredited business program, emphasis in management, marketing or business preferred. Preferred course work to include: ENGL 314 – Technical Writing; BA 457 – Training & Management Development; BA 490 - Services Marketing.

Experience: Prefer experience with graphic design and creation of marketing materials. Prefer experience planning projects and activities, facilitating discussion groups and planning teams, and working with members of the local business community.

Skills: Must have excellent verbal and written communication skills to include technical writing and presentation skills. Must have demonstrated excellent research, organizational, and interpersonal skills; strong project planning and development skills. Proficiency in Word required.

Knowledge: Knowledge of local business community preferred.

Abilities: Ability to work collaboratively with others, work with limited supervision and to convert ideas into action; ability to communicate clearly with a variety of audiences (teachers, administrators and the public); ability to produce high quality, clearly written, jargon-free, and grammatically correct documents of varying length; ability to reduce large amounts of information to concise points. Ability to work under pressure and adhere to strict deadlines.

TO APPLY: email to wrtisland@alaska.edu the following documents – cover letter, resume and list of 3 professional references.

REVIEW DATE: Applications will be reviewed beginning 9/6/15