

Adopt-a-Business Student Lead

New AAB Intern Recruitment (3- 4 hours a week when in process)

- Oversee and conduct the application, interviewing, and hiring process of new interns each semester

Program Coordination (3-4 hours a week)

- Functions as main student liaison
- Provides administrative support to AAB faculty advisor and AAB field coordinator
- Responsible for student coordination (e.g. assigning students to business clients and projects)
- Coordinates student deliverables (e.g. ensuring students submit weekly journals, respond to assignments, and submit deliverables on time, etc)
- Meets weekly with the Adopt-a-Business interns to discuss progress, appointments, and research for End-Of-Year project
- Manages AAB calendar, meeting schedules, catering and room bookings
- Supports students in credit election and entering credit information into Knight Jobs

Program Administration (1-2 hours a week)

- Helps curate training materials for students to build upon their social media and marketing knowledge
- Updates and organizes the Adopt-a-Business Google Drive with resources, materials, and past information for the current interns
- Conducts program promotion, including the development of marketing materials, messaging and social media graphics
- Supports field coordinator in reviewing and assessing student deliverables
- Addresses and resolves any other issues that may arise

Supervision (1-2 hours a week)

- The student coordinator is supervised by the AAB field coordinator and faculty advisor
- The student coordinator provides supervisory support to the field coordinator in mentoring and supporting the student interns
- The student coordinator meets once a week with each supervisor

Qualifications:

- Strong time management skills and work ethic
- Interest in local business and community development
- Experience in project management

Compensation:

- \$10.40/hour
- The student coordinator is required to track all hours