

# ICAP Program Intern Job Description

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## **Job Description Summary:**

The ICAP intern provides overall support for ICAP programming and operations, including course offerings and other events, check-in calls, and specialized counseling sessions, as well as on-going program promotion. The ICAP Intern will also take part in all education programming and events with the opportunity to engage with the ICAP Teaching Team and ICAP Community.

Duties include the following:

- Assist with program operations and logistics including tracking ICAP program participation
- Assist in updating client profiles and tracking attendance, required document filings, and on-going work
- Assist with ICAP events, such as course offerings, monthly calls, reunions, small group sessions, and partner gatherings. This work can include making tracking attendance and updating information in client profiles
- Help ICAP clients, as needed, with the online platforms to upload their work
- Attend in-person and virtual sessions, as needed, to assist with logistical support
- Update program materials, as needed
- Assist ICAP Mentors, as needed, in their work with ICAP teams
- Assist with ICAP marketing and social media posting and scheduling
- Assist with ICAP digital marketing e-newsletter for ICAP community monthly e-news, as needed
- Assist with data entry of mentors' follow-on hours into CRM
- Assist in updating client profiles with adding correspondence, as needed
- Work in Google Drive to help convert documents to free up space
- Other duties as assigned by the Director
- Average of 10-15 hours of work per week

## **Required Qualifications:**

- Current Mason student pursuing an undergraduate or graduate degree

## **Preferred Qualifications:**

- Demonstrated interest in technology commercialization, high-growth company development, and entrepreneurship education
- Strong communications and interpersonal skills
- Basic knowledge of A/V equipment operation, Google Drive, and other software programs, and an ability to learn other related computer programs