



AICU
Rhode Island

Association of Independent
Colleges & Universities of Rhode Island

STUDENT INTERNSHIP JOB TITLE: Project Implementation Assistant	COMPANY: Association of Independent Colleges & Universities of Rhode Island (AICU <i>Rhode Island</i>)
CONTACT: Adam Leonard, <i>bRidge</i> Program Manager or Patricia Mulcahey, Associate Director	O: (401) 272-8270 Email: adam@aicuri.org or pmulcahey@aicuri.org

Internship Position Overview: Academic Credit (Unpaid)

Start Date: September 2011 (fairly flexible) **End Date:** June 2012

***10 - 12 week individual internships running from September 2011 through May 2012**

Total Hours Per Week: 10 - 20

The Project Implementation Assistant will work with AICU *Rhode Island* staff to develop a broad-based understanding of the interaction between independent higher education, community engagement, and economic development in Rhode Island. The Assistant will primarily work on the *bRidge* Program (an AICU *Rhode Island*-led, economic development/student engagement/knowledge economy initiative) under the direction of the *bRidge* Program Manager and will be tasked or involved with some or all of the following activities:

- Development and implementation of core *bRidge* programs (cross-campus internship system, mobile application for community engagement, regional steering committee, student entrepreneurship online hub)
- Research of best practices for similar projects in other communities
- Report creation and presentation
- Meeting coordination, attendance, and note-taking
- Management of social media presences
- Content management of two websites via Wordpress & Drupal CMS

Requirements

- Excellent communication skills (in-person, phone, and written)
- Ability to work remotely
- IT skills - Wordpress, Drupal, and social media management experience a plus

NOTE: This job description is not intended to be all-inclusive. Intern assistant may perform other related duties as negotiated to meet the ongoing needs of the organization and as required in meeting the objectives of his or her internship with regard to receiving academic credit.