



JOB TITLE	Student Intern (Wise Guy)
DEPARTMENT / PROGRAM	OwlSpark
EMPLOYMENT CATEGORY	Summer Internship, Full-Time
RICE UNIVERSITY STANDARD OF CIVILITY	Serves as a representative of the University, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Rice community and with the public.
POSITION SUMMARY	The intern assists the OwlSpark Leadership Team in the deployment of the accelerator program through various operational, marketing, and communications projects.
JOB DUTIES	<p>The intern assists the OwlSpark leadership team in planning, prioritizing, and executing all tasks associated with the accelerator program to ensure visibility and smooth day-to-day operations, including, but not limited to:</p> <ul style="list-style-type: none"> - Supporting startup teams - Attending OwlSpark workshops, sessions, meetings, and events, including events within the Rice and Houston entrepreneurial communities. - Assisting in the coordination of all workshops, sessions, meetings, and events. Tasks may include setting up workspaces, and providing A/V and catering support. - Developing tailored content and collateral to effectively brand, promote, and drive awareness for OwlSpark, its startup teams and stakeholders. - Developing content for external communications, including the website, weekly newsletters, mentor communications, email campaigns, invitations and other collateral directed towards mentors, speakers, stakeholders, donors, community partners, and media. This may include interviewing startup teams, mentors, speakers, and alumni and documenting the Accelerator experience in blogs, photos, videos, etc. - Implementing social media strategies and ensuring a strong web presence, including identifying multiple audiences and developing specific content based on analysis of these groups. Also may include ongoing exploration of new outlets and strategies. - Assisting in gathering, monitoring, analyzing and reporting of OwlSpark milestones and metrics. This may include the creation of various reports and presentations, documentation of internal processes, records of meeting minutes, summary of sessions, speaker evaluations, and analytics reports. - Assisting with special projects, as needed.
SKILLS REQUIRED	<ul style="list-style-type: none"> - Ability to interface with all levels of stakeholders, including undergraduate and graduate students, faculty, entrepreneurs, business leaders, and community members. - Strong interpersonal, written, and oral communication skills - Demonstrate organizational skills in managing and prioritizing tasks - Ability to lead, self-manage, organize, and interact well with others - Strong attention to detail - Proficiency with Google Apps and ability to quickly learn other web-based communications and project management software - Ability to work after business hours and some weekends as necessary, both on and off-



	<p>campus</p> <ul style="list-style-type: none">- Employ an innovative, practical, resourceful, and versatile approach to all areas of operation- Ability to operate in a dynamic and ambiguous environment, both independently and in cross-functional teams
EDUCATION REQUIRED	Some college; currently enrolled undergraduate student preferred.
EXPERIENCE PREFERRED	Knowledge of social media platforms, as well as some experience in technical and/or promotional writing is preferred. Some experience in project management, event coordination, marketing and communications is preferred, but not necessary.
OTHER	The intern must demonstrate an interest in entrepreneurship education and startup development. The intern must have a laptop and reliable transportation as they are expected to operate out of the Liu Idea Lab at Rice University on a daily basis.