

Business Management (Member Relations) Internship

Paid Fall Internship: \$13.25/hour culminating in a capstone project of your choice.

Term: Summer 2019 (May 20 to August 23)

Minimum availability: 16 hours/week

The business management intern will support a high energy and fast-paced scholar relations center that inducts more than 60K new members each year and supports more than 2 million members globally. Specific duties include, but are not limited to, the following:

- Respond to member and prospect inquiries via email, phone and website chat box.
- Document, report and analyze member trends.
- Research, summarize and manage ad-hoc projects to include information sourcing, aggregation, documentation, etc.
- Be a brand ambassador for NSCS by explaining the value of membership with respect to your experience.
- Troubleshoot, reconcile and document member issues.

Qualifications

- Current NSCS member
- Currently pursuing a degree in marketing, business, communications, PR, or another relevant field.
- Experience with Outlook, Excel, PPT and Word
- Driven by data, processes, ROI, etc..
- Experience learning in a fast-paced environment whilst managing multiple projects with competing deadlines.
- Outgoing with superior writing and verbal communication skills; ability
- Ability to work from our Washington, D.C. office: 2000 M St. NW, Washington, DC 20036

To Apply:

Email your cover letter and resume as an attachment (PDF) to madwed@nscs.org. You must include your availability to work for the summer semester/term.

Interviews will be conducted on a rolling basis.

This role will prepare you for entry level positions such as:

- Account coordinator
- Project manager
- Researcher
- Administrator
- Business development coordinator
- Customer Service Representative Opportunities
- Account Coordinator Opportunities

Type of Appointment:

This is an hourly paid “Non-Exempt” position. Non-Exempt employees are covered by the overtime requirements of the Fair Labor Standards Act and typically include hourly employees with support jobs.

Non-exempt employees must obtain advance permission from their direct supervisors before working more than 40 hours in a work week.

The Americans with Disabilities Act (ADA) of 1990 requires that the Physical Demands of each job be identified. The following information is intended to describe normal, physical demands found on the job. It is not intended to identify ideal, hypothetical or extreme cases.

This position includes sedentary work consisting of but not limited to:

- Ability to stand or sit for prolonged duration
- Ability to perform repetitive finger, hand, and arm movements
- Ability to lift 25 lbs.
- Talking-giving verbal instructions in close range, and speaking over the phone,
- Able to perform simple math
- Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
- Ability to think critically and provide appropriate solution