

# Minnesota Business Venture Internship Description

## Reports to:

- Minnesota Business Venture Program Manager
- BestPrep MBV Staff

**Summary:** The Minnesota Business Venture (MBV) intern is responsible for supporting and being an extension of BestPrep staff during the week of camp, ensuring a successful and impactful week for all stakeholders of MBV (students, parents, volunteers, staff, visitors, campus representatives, etc.).

**Dates:** This is a 5-week internship from June 23<sup>rd</sup>-July 28<sup>th</sup>. The intern will be in residence at both sessions of camp (June 27-July 3 & July 17-23, both at St. Thomas). In non-camp weeks, the intern is asked to work 2-3 days per week; exact dates are flexible and can be worked remotely.

## Compensation:

- \$2,000 for the summer, given half after each session of camp.
- Full room and board for each week of camp

## Responsibilities:

- Serve as a Camp Ambassador, representing MBV in a welcoming, helpful, and professional manner

### *During camp:*

- Provide a prominent role on stage for introducing others, communicating key information, and directing camp attendees to next sessions as the Student Emcee
- Oversee MBV Office during assigned shifts (primarily each morning opening the office and ensuring the first few hours are staffed); includes answering questions of CEOs, RBLs, volunteers, visitors, and others and/or directing them to the appropriate person
- Support companies (RBLs and CEOs) with low to moderate challenges and periodically attend company meetings for observational and support purposes
- Manage check-in and check-out of office materials (ex. company tubs, laptops, business plan materials)
- Under the guidance and supervision of the CEO Coordinator, manage CEO mail system
- Review and select Camper Shoutouts to be announced at each large group session
- As needed, print extra materials for camp such as new name badges, extra copies, signage, etc.
- As needed, ensure breakout rooms are equipped with proper presentation materials, A/V equipment, etc.
- As needed, support Communications team (CSs and CS Coordinator) with photos, social media updates, etc.
- Attend daily MBV staff meetings and provide updates, questions, concerns, etc.
- As an extension of BestPrep staff, supervise students and enforce Code of Conduct as appropriate
- Other duties as assigned

### *During non-camp weeks:*

- Assist with administrative tasks such as making phone calls, printing materials, assembling prize packs, etc.
- Plan and facilitate designated sections of the pre-camp training for CEOs, RBLs, and Dorm Monitors
- Assist Development team with assembling newsletter after camp

## Qualifications:

- High school graduate and at least 18 years of age at time of camp
- Excellent professionalism and communication skills
- Positive attitude and enthusiasm for MBV
- Problem-solver who takes initiative and who can ask for assistance when needed
- Works well with peers as a team member and manager
- Deep knowledge of MBV and demonstrated past leadership; experience as CEO at MBV is preferred
- Be flexible and have a sense of humor
- Possess respect for self, and for cultural and socio-economic differences of students attending MBV
- An exemplary role model who wants to share knowledge and make MBV a positive experience for others