Intern – Business Development

Position type: Hourly
Campus: University of Massachusetts Donahue Institute (UMDI)
Department: Business Development (BD)

Primary Work Location:
100 Venture Way, 3rd Floor, Suite 9, Hadley, MA 01035

Normal Work Schedule:
Position is hourly for the academic year, ranging from 5 - 10 hours per week (during standard work hours) based on BD needs and student availability.

Job Summary:
The University of Massachusetts Donahue Institute’s (UMDI) Central Administrative Services Unit provides a wide variety of support services to the nine business units including accounting, human resources, IT, marketing, business development, and more. The Business Development Intern will directly support the Business Development Specialist with various business development projects.

Essential Functions:
The list of Business Development Intern functions include, but are not limited to:
- Research various Foundation and other procurement directories for specific projects as assigned
- Maintain Excel and SmartSheet databases
- Provide data analysis of specific procurement information
- Print and file procurement documents
- Assist with various special projects as assigned

Other Functions:
- Other duties as assigned.

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience):
- Demonstrated attention to detail and strong organizational skills.
- Ability to:
  - effectively communicate in both verbal and written communications
  - maintain confidentiality and exhibit professionalism at all times
  - multi-task and work as a member of a team in a fast-paced work environment
  - work efficiently in relation to work quality and requested timelines
  - work on site at 100 Venture Way in Hadley, MA and/or work remotely, including reliable access to high speed internet and a computer
- Microsoft Office Suite proficiency.
- Applicants must be a UMass Amherst undergraduate student.
- Ability to present documentation establishing authorization to work in the United States.

Preferred Qualifications (Knowledge, Skills, Abilities, Education, and Experience):
- Academic major in business, economics, public policy or a similar field.
- Demonstrated ability to develop charts and tables.
• Familiarity with various database software.
• Eligible for work study preferred but not required.

Working Conditions:
• Environment is a busy, collegial office area resulting in multiple interruptions and requests for assistance.
• Some moving and transporting of supplies up to 20 pounds.
• The physical/mental demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Additional Details:
• This position is funded by grants and/or contracts, and is contingent upon funding.
• No relocation assistance provided.
• This is an hourly non-benefited position.
• This position is intended to be for the 2021/22 academic year but may be extended, contingent upon funding.
• Pay rate range of $14.00-$16.00/hour.
• To be considered for the position, please submit a cover letter, resume, a list of three (3) references, fall course schedule (if available), and amount of Federal Work-Study award (if applicable) to businessdevelopment@donahue.umass.edu by 5:00pm on 10/29/2021.