

INTERNSHIP OPPORTUNITY! UW CEI



UW CEI (Center for entrepreneurship & Innovation) and the biosciences innovation hub

■ **About CEI:** The CEI serves as the coordinating entity to facilitate entrepreneurship and innovation activities across UW and Wyoming's community colleges in collaboration with the proposed UW School of Computing, and the Wyoming Innovation Network (WIN)

■ **CEI's Goals:**

To be the state-wide interdisciplinary integrator for programs that have potential to support the state's priority economic sectors in addition to activating new business sectors and supporting state workforce objectives

■ **Duties: What the CEI intern will do:**

- Work with international entrepreneur and leader Dr Penelope Shihab as an executive assistant on building up and growing CEI on tasks such as research and reporting, reach out, creative writing, graphic design, social media content, and film marketing
- Follow up on related activities and events, helping to promote the CEI initiative and frame the center's plans clearly and visibly for stake holders.
- Design a communication and outreach marketing plan for new and existing programs
- Leverage social media platforms
- Create content for print, online, video and audio materials

■ **Desired Qualifications:**

We seek an intern with writing skills, graphic designing and film making and communication skills, and marketing skills. The intern should be highly motivated and be open to challenges and major growth opportunities. We seek interns with a passion to help to start an entity from the ground up.

■ **Scope of Work:**

This internship opportunity is planned to run through the 2021-2022 University of Wyoming School year. This position is for 10- 15 hours per week on average. The CEI will work with the successful candidate on scheduling needs.

The CEI is committed to working with its numerous interns to provide opportunities that are conducive to a successful student experience which includes working with the interns on their scheduling, schoolwork, and other academic needs.

The internship's benefits to students include: Gaining an international experience and mentorship opportunities, earning a \$15/hour stipend; laying the groundwork for future recommendations from academic and business leaders.

■ **To apply:**

Please submit a resumé and a 1-2 page letter of interest to honors@uwyo.edu by September 15, 2021.

■ **Questions?**

Contact Dr. Penelope Shihab at: Penelope@skinue.com

