Requirements:

- Any motivated student interested in economic development through entrepreneurship.
- Preferably a business major in marketing, accounting, and/or management.
- Committed to working 10 to 20 hours a week for at least one to two semesters.
- Good organization skills with the ability to handle multiple tasks in a fast paced environment.
- Excellent verbal, interpersonal communication and writing skills.
- Ability to work independently.
- Type at least 35-40 wpm.
- Proficiency with all Microsoft applications Access, Word, Excel and the internet.

Responsibilities:

- Register clients for workshops and educational training programs.
- Handle general phone inquiries in a professional manner.
- General clerical skills and use of office equipment.

Interested applicants should send cover letter and resume via email, on-line or through the US postal service.

Email or return to: Attn: Beth Kampsen/Administrative Coordinator
Veterans Business Outreach Center/MCBID
Re: Intern Program
600 Fifth Avenue
Pittsburgh, PA 15236