NORTHWEST SMALL BUSINESS
DEVELOPMENT CENTER
Internship Position

Bemidji State University is partnering with the Northwest Small Business Development Center to offer another excellent opportunity for one BSU student. This opportunity will begin as a part-time student worker position, up to 40 hours a week in the summer of 2019, and up to 20 hours a week in the fall and spring of 2019 depending on students’ graduation date. We hope to hire the applicant by the middle of May to begin work for the 2019 summer semester.

This position will allow a student to utilize knowledge gained in the classroom and allow the opportunity to create projects demonstrating unique skills and abilities. This will allow a student to gain invaluable experience to add to their resume and has been quoted by other students working at the NWSBDC, as being “solely responsible for the success of their future.”

Students must be taking classes to qualify for this position, and would be able to continue their position as long as they are taking classes. The position is paid through Bemidji State University, but our office is located at the Northwest Minnesota Foundation, located in downtown Bemidji. Students will be required to provide their own transportation to and from the office. Business Administration Major and Minors are not required but encouraged due the nature of the program and skills gained from the experience.

If you are a bright individual with an interest or desire to learn more about small businesses and gain real-world experience, this is the place for you! In summary, this is a great resume booster!

Job Description:

Perform varied clerical and office support for the staff and contracted consultants of the Northwest Regional Small Business Development Center. Run reports using the internal database, create documents and spreadsheets, assemble power-point presentations, organize electronic files, compile information packets, assist with the assembly of workshops, run errands, maintain resource library located in the office, light office cleaning, and other special projects as assigned.

Core Competencies:

Accountability: Takes personal responsibility for all work related activities and personal actions.
Client/Customer Service Orientation: Likes to work around others and thrives in a business environment.
Dependability/ Efficiency: Strives to complete projects in a timely manner with minimal errors in both slow and busy times.
Interpersonal Skills: Demonstrates an ability to work well with others from all different walks of life. Respect and Valuing Diversity: Demonstrates the ability to recognize, understand and respect the practices, values and points of view from other individuals.
Ethics: Demonstrates the ability to work in an ethical way and reports problems to the staff.
Software proficiency: Able to use including Microsoft Word, Excel, PowerPoint, Publisher, Outlook. Self-Motivated: Demonstrates the capability to create, execute and finish a project independently and in a timely manner.

For more information on the Northwest Small Business Development Center, go to www.nwsbdc.org
If you have any questions about the position, please contact our office at (218) 755-4255 or visit us between 8:00 and 4:30 at 201 3rd St NW, Bemidji MN 56601.

If interested in the position, please send your resume to sbdcierns@nwmf.org