
INTERNSHIP MEMORANDUM

TO: POTENTIAL INTERN EMPLOYEE
FROM: UNDER30CEO.COM
SUBJECT: INTERN PROGRAM
DATE: 11/28/2008

Job Descriptions:

Social Media Profile Manager: use social media to market and drive viral traffic to Under30CEO.com. We'll be creating a series of "Social Media Guides" to help small businesses effectively use these tools to grow and better serve customers. Each guide includes an overview of the approach, the opportunity, tips for getting started, and examples of best practices. Learn cutting edge programs such as Twitter, Facebook, niche social networks, and video blogging services. Intern will assist in creating e-books, online seminars, blog posts and other viral content.

Global Entrepreneurship Researcher: research entrepreneurship education across the globe. Stay up to date on mailing lists and RSS feeds for entrepreneurial events worldwide, at Universities, foundations and local economies. Create an online calendar, interview people and write reviews of events and network with event planners in the field of entrepreneurship.

E-learning Program Manager: Assist in the creation of seminars, e-books, video blogs on how to use the Under30CEO electronic resources. Work with cutting edge technologies such as uStream, YouTube, and live chats. Help create programming such as groups, online events, contests and online TV shows.

Social Network Community Manager Welcome, engage and connect new members of our community; network, comment and encourage community to contribute valuable content to our network. Be a visible point of contact on Under30CEO.com, manage people's actions on the network and create content/links on the network from your personal community profile.

Requirements:

Must be a minimum of 120 hours worked during the fall, spring or summer semesters.
Fall and spring internships are typically 10 to 12 hours per week for 10 to 12 weeks.
Summer internship may be full-time.

Will be evaluated by the employer with a mid-semester evaluation, and a final evaluation.

Skill development:

- Communicate effectively
- Work in and lead groups
- Problem-solve with innovation
- Be proficient with technology
- Promote entrepreneurial drive
- Reinforce integrity and personal responsibility

Please reply with resume to Under30CEO@gmail.com

Under30CEO, PO Box 1007 Hopewell Junction, NY 12533