

LUBAR ENTREPRENEURSHIP CENTER



“Working here you are not treated like an intern. When you come to the table you are just as important and valued as the others. You have just as much as space to speak as someone who has been here multiple years.” – MJ Horinek, Innovation Intern

INNOVATION INTERN POSITION DESCRIPTION

Summary: The Innovation Intern will work in the Lubar Entrepreneurship Center (LEC) as an integral team member that helps promote entrepreneurship and innovation across all disciplines, faculty, staff and students at UWM. The Innovation Intern assists with the day-to-day activities of the LEC (marketing, event planning, room set-up, etc.) and is an active member of the LEC team. The Innovation Interns are an extension of the LEC brand. This position offers a professional development opportunity that has flexibility to enrich professional skills. Intern will report to the Assistant Director for Programs.

The Lubar Entrepreneurship Center at UWM is a focal point for entrepreneurship education and programs that impact UWM students, businesses, and our region’s economy. This programming is designed to engage UWM students and faculty across disciplines – giving them skills in innovation, creativity, and entrepreneurial thinking that enhances their success. The Lubar Entrepreneurship Center also serves as a pillar of Milwaukee’s growing entrepreneurial ecosystem – providing a pipeline of talent and a resource for existing and growing businesses.

WHAT DOES THE LUBAR ENTREPRENEURSHIP CENTER DO?

- **Innovation & Entrepreneurship Programming** – Startup Challenge where students learn from the entrepreneurial experience; the National Science Foundation I-Corps (Innovation Corps) program where researchers explore markets for their work; the LEC Entrepreneurs in Residence offering coaching and real-world perspectives; Social Innovation and Diverse Ideas talks and programming that explore innovators and models for sustainable change; and
- **Student Support** – including scholarships for innovative students and a diverse, underrepresented student population; pop up classes to help broaden awareness; Fresh Ideas programming to inspire; and the University Innovation Fellows program where students become change agents;
- **Faculty Support** – Ideas Challenge instructors who are adapting and connecting their courses to include innovation and entrepreneurship themes, and Curriculum Innovation Awards that provide professional development and a cohort of innovative instructors.



Qualifications & Expectations:

This position requires a candidate who can communicate effectively with LEC staff and the LEC community. The ideal candidate is enthusiastic, creative, and open minded. The position requires to frequently interactions with UWM faculty, staff, students and community. Candidates must abide by all work rules/practices specifically outlined in (but not limited to) the UWM Student Employment Handbook and Code of Conduct.

Job Functions (split amongst LEC interns) include but are not limited to:

- Co-Facilitate & Event Planning
 - Lead classes/student org meetings in experiential workshops that promote entrepreneurship and innovation.
 - Be welcoming and provide guidance to guests and participants.
 - Assist in the coordination of logistics for LEC programs/workshops/events .
 - Be a lead event coordinator for LEC's large end of the semester events: Business Model Canvas Mixer and the UWM Innovators Expo.
 - Take photographs, notes, and participate in experiential workshops.
- Marketing
 - Co-manage and creatively contribute to the digital presence of LEC (website, newsletter, social media) within the brand standards of UWM & LEC.
 - Perform data management and analysis to make informed decisions on marketing approaches, newsletter management, website organization and social media content.
 - Create and design marketing materials for events and artifacts.
 - Recruit participants for LEC programs by labeling, flyering or speaking to classes.
- Active Team Member
 - Assist in setting up the LEC spaces for events and classes including moving furniture, cleaning, and organizing.
 - Occasional evening building management.
 - Participate and contribute to weekly meetings with LEC teams.
- Be a change agent. Dream big.

Knowledge, Skills, and Abilities

- Experience with PowerPoint, Microsoft Office programs, Office365 email and calendar
- Ability to conduct effective meetings and provide team leadership.
- Flourish in a team environment, enjoys collaborating and building relationships.
- Strong attention to detail with excellent prioritization skills and time management.
- Comfortable navigating and executing ambiguous tasks.
- Excellent communication, interpersonal skills, report and article writing.
- Independent and self-motivated.
- All majors are welcome and encouraged to apply.

Hours:

- 10-15 hours per week in summer, 15 – 20 hours per week during school. Hours can be negotiated.
- This position will require a flexible schedule. Some late nights and weekends may be required. Intern will need to work closely with LEC staff to develop an efficient and effective schedule.

Pay Rate: Starting at \$13.00

