



Spring 2017 PAID Internship/Part-time opportunity

Urban Innovation21 is a public-private partnership that boosts regional economic development through 21st century innovation-driven entrepreneurship. Urban Innovation21 is able to provide paid internships of students from Carlow University, CCAC, Duquesne University, and Point Park University with Innovative technology companies, community-based companies, non-profits and advanced manufacturing companies.

Intern Title: Data Assistant

Company: Imagine Careers

Description:

Imagine Careers (IC) is a career development and discovery platform powered by big data. Our mission is to build technology and services that enable top talent to discover and connect to great careers. We are building a robust recommendation and discovery platform that enables any professional seeking advancement to better track, train, network and advance towards their next career opportunity. The next iteration of our platform will democratize access to personalized career tools to any professional with an eye towards their personal advancement in a dynamic labor market.

Location: Pittsburgh, PA

Tentative Start Date: January 2017

Internship Description:

This opportunity will be based out of our offices located conveniently on the North Shore. We have a small data team that is dedicated to finding company information for our discovery platform that will have a huge real-world impact. Our discovery platform <https://discover.imaginecareers.com/> which can sort company information by using filters such as size, industry and skills (and many more) is a comprehensive, fun, and transparent view of company information that is meant to enhance the career search.

We are looking for a smart, self-motivated and self-directed individual with the ability to solve problems and at times work from home is a possibility for parts of this internship, although being physically in the office some days is a requirement.

Responsibilities:

- Help improve the data collection process
- Data entry for new markets
- Data auditing company information for all markets
- Work with all departments to identify and procure data needs
- Work with the Marketing team as needed
- Work with the University Partnership team as needed

Qualifications:

- Strong written and verbal communication skills
- In the process of earning your Bachelor's degree
- Have a Professional and proactive attitude
- Be detailed oriented

Not required, but nice to have: Previous internships in a professional office environment

Bonus of Urban Innovation21 Internship Program:

- Professional development workshops available.
- Gain access to 1 on 1 professional development advisory mentoring service.
- Opportunity to attend networking events.

Pay: \$10 an hour; 120 hour internship assignment; maximum 15 hours per week

How to Apply: If interested, please email a resume to Alyssa Boehringer, at aboehringer@urbaninnovation21.org.

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