



Summer 2017 PAID Internship/Part-Time Opportunity

Urban Innovation21 is a public-private partnership that boosts regional economic development through 21st century innovation-driven entrepreneurship. The Pittsburgh Central Keystone Innovation Zone (PCKIZ) is a program of Urban Innovation21. The PCKIZ internship matches undergraduate and graduate students with paid internship opportunities at local start-up companies. PCKIZ internships are open to students from Community College of Allegheny County, Carlow University, Duquesne University, and Point Park University.

Intern Title: Executive Assistant

Internship Company: Rubitection Inc.

Overview: Rubitection is a medical device company based in Pittsburgh currently in the research and development stage and early business development phase. We are looking for interns to assist with various company tasks.

Location: 1940 Fifth Ave. Pittsburgh, PA 15219

Tentative State Date: May 2017

Responsibilities: We are looking for driven, self-motivated, flexible, good communicator, and hardworking students who work well with others and can meet deadlines.

- Provide high-level administrative support by conducting research, contacting clients, preparing reports, handling information requests, and performing clerical tasks as necessary.

Qualifications: Must be proficient with internet searches and how to use word, PowerPoint, and excel. Must have your own laptop.

- Assistance setting up pre-clinical studies on patients

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; 224 hour internship assignment; maximum 28 hours per week

How to Apply: If interested, please email a resume & any required documents to Joan Hilton, at jhilton@urbaninnovation21.org.

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