



UTAH BUSINESS WEEK

**DUE FRIDAY, APRIL 24, 2020**

## INTERN APPLICATION

### DUE DATE

Friday, April 24, 2020

### JOB SUMMARY

Get the chance to work with the board preparing for Utah Business Week (UBW). Assist in sending out sponsor and student packets. Assist in inventorying supplies, entering student information, preparing student binders, and other administrative duties. During UBW, the workday is from 7:30 a.m. - 11 p.m., which requires help with events, speakers, activities, and all aspects related to the program.

### REQUIREMENTS

- UBW graduate from 2019
- Personal transportation
- Ability to handle multiple tasks
- Lift 20-50 lbs
- Computer skills
- Work well with others and in a team setting

### EXPECTATIONS BEFORE UBW

- Beginning in June, be able to help up to 10 hours/month with more time added as needed
- Help stuff binders, organize program materials, return calls, and perform other administrative duties as needed

### DURING UBW

- Be at Utah State from July 25 through August 1
- Help set up for each event, speaker, and activity
- Maintain staff room supplies
- Be ready to work when asked
- Be on time, be responsible, and be respectful

*\*Accommodations and meals will be provided during the week*

### POSITION TITLE

UBW Intern

### JOB LOCATION

WCF Insurance  
100 W Towne Ridge Pkwy  
Sandy, UT 84070

### TIME FRAME

May – August 2020

### REPORTS TO

Peggy Larsen

### POSITIONS AVAILABLE

3

## STUDENT INFORMATION

To be considered for an internship with UBW, please fill in the information below.

First Name

Last Name

Street Address

City

State

Zip

Home Phone

Cell Phone

Email

Year in High School

Age

Sex

UBW Advisor

