

University of North Carolina at Chapel Hill

Office of Economic Development



TO: North Carolina economic development agencies
FROM: Mike Luger, Director
RE: Summer internship opportunities

Last summer the Office of Economic Development at UNC Chapel Hill placed several graduate and undergraduate students in economic development-focused agencies throughout North Carolina. The students spent their summers doing work ranging from managing a jobs program for high school students, to conducting an economic impact analysis, to general ED office assistance with database management and marketing tasks. This year we hope to expand the program to more agencies and students, and we are writing to invite you to participate.

We have a diverse pool of talented graduate and undergraduate students from several disciplines who are interested in acquiring practical work experience in economic development organizations. We know that public and non-profit agencies operate with limited resources as they work to bring better jobs and investment to their areas. We hope that jointly we can create a win-win situation.

If you have a potential need for full-time or part-time temporary assistance this summer, **please complete and return the attached form by March 1st**. When we receive your description, we will work with you to identify any students who may match the needs you have described. When you submit a description, it is not binding and can be adjusted or retracted until you sign a contract with a student.

The Office of Economic Development will screen interested students and coordinate the matching process. Your organization will be responsible for expenses associated with the student's work. Depending on your region, you may consider offering around \$8-10/hour for an undergraduate or \$10-15/hr for a graduate student. Most students are available between the third week of May and the second week of August. The total cost to your organization will be well below the market rate for such assistance.

Please feel free to contact OED (919-843-7304) to discuss any ideas or questions you have about internship possibilities. We look forward to the opportunity to work with you on this and other programs.

UNC-Chapel Hill Office of Economic Development
Possible Economic Development Internship Opportunity
(non-binding)

Organization name and address	
Location of work (if different)	
Contact person	
<i>phone number</i>	
<i>email</i>	
Internship dates	
Estimated hours per week	
Compensation (stipend or hourly amount)	

Describe the assignment (Specific project, nature of work, or current needs. Use separate sheet if necessary):

Specific skills or knowledge required:

Other issues for our consideration: