

## **Undergraduate Center for Career Development Graduate Intern – Babson College**

### **General Description:**

Babson College, located in Wellesley, Massachusetts, is recognized internationally for its entrepreneurial leadership in a changing global environment. Babson grants BS degrees through its innovative undergraduate program. It grants MBA and custom MS and MBA degrees through the F.W. Olin Graduate School of Business at Babson College. By infusing the spirit of innovation into our academic programs, Babson educates leaders capable of anticipating, initiating, and managing change. Moreover, the College continues to be recognized for its curricular reform.

The Graduate Intern would work directly with the Manager, Consulting Programs supporting two undergraduate experiential learning programs. This is a semester based position with an expected time commitment of 10-15 hours/week.

The student in this position will provide program assistance including:

- Benchmarking consulting program by researching competitive school programs.
- Researching and identifying potential companies for participation in OEM and MCFE programs.
- Utilizing CCD software to post participating company and student application information.
- Organizing consulting program materials and deliverable information and tracking student team completion of assigned deliverables.
- Preparing marketing materials and marketing efforts to potential students of MCFE program.
- Assisting Consulting Program Manager with preparation for kick off programs and company visits and other administrative projects as needed.

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