

Internship Opportunity Announcement  
With "The WaterCooler" in cooperation with  
BSU's "Centre for Creativity and Innovation"  
For Spring 2010, Fall 2010, Spring 2011

**POSITION TITLE:** WaterCooler "Creative Economy" Assistant

**About the WaterCooler**

The WC is the world's only business development center dedicated to the creative economy. The WaterCooler is Downtown Boise's home to emerging and innovative businesses, which represent the future of new job growth and economic potential in our community. The WC, a community-based non-profit, provides these companies with a physical home that encourages collaboration and synergies and offers a platform for mentoring, capital investment, community engagement, growth, and success. The WC offers a venue for dialogue, learning, creativity, and the entrepreneurial spirit.

The WaterCooler is located on the corner of 14th and Idaho, in vibrant downtown Boise. Originally created as the Boise Heating and Cooling building back in the 1970's, the facility now has 7,500 square feet of offices, meeting rooms, cubicles and event space.

**DUTIES/JOB DESCRIPTION:** Interns will provide administrative support to the resident firms in the WaterCooler. Duties are flexible and will change with resident needs and intern's skills and interests but will include market research and analysis, social media management including a Facebook page and Twitter account, website content updates, research for new WaterCooler projects and programs, new project implementation and promotion, scheduling, setup, and oversight of programs in the Idea Studio, responding to public inquiries, and other duties as assigned.

**HOURS:** Hours are flexible between 8am-5pm, Monday-Friday with a minimum of ten hours a week and a maximum of twenty hours per week. Student needs to complete at least 45 hours per each credit earned for academic credit.

**REQUIREMENTS:** Excellent writing and communication skills; an interest in small business development; ability to take direction well; punctual and responsible; and knowledge of basic computer applications such as Word, Excel, and use of the Internet. Familiarity with social media sites and other web applications is a plus. Willingness to deal with the public is helpful. Prefer those who are easy-going, have a sense of humor, and are willing to learn.

Candidates preferred with an academic focus in business, economics, marketing, management, accounting, finance, public administration, law or the arts.

Students in all class levels and at undergraduate as well as graduate level will be considered.

The intern must submit a reflection paper at semester's end for academic credit. Specifics will be negotiated with the academic advisor.

**COMPENSATION:** Internships are not paid.

**HOW TO APPLY:** Students are to submit a cover letter and resume to the Centre for Creativity and Innovation, College of Business and Economics, B211. The Centre will review and forward them to the WaterCooler after the close of the deadline.

**APPLICATION DEADLINE:** Monday, November 16<sup>th</sup>, 2009, for internship in Spring 2010

**FOR MORE INFORMATION CONTACT:** WaterCooler: Shelley Bennett at [shelley@brixusa.com](mailto:shelley@brixusa.com) or 208.368.0000 or Centre for Creativity and Innovation: Nancy Napier at [nnapier@boisestate.edu](mailto:nnapier@boisestate.edu) or 208.426.4205