

Community Internship Collaboration

Internship Posting Fall 2017

Organization name	UNM-Los Alamos
Mentor/Contact name	Nancy Coombs and Dr. Cindy Rooney
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Organization website	losalamos.unm.edu
Describe your organization	Branch campus of the University of New Mexico serving a diverse commuter population. Secret City Kitchen provides a café in the student center serving breakfast and lunch items during the week.
Internship title	Business Development Assistant for a UNM-LA pop-up kiosk selling UNM merchandise
Specific days/hours (if applicable)	Flexible
What will the student learn from the internship?	Intern will learn business skills related to starting a new project: marketing, pricing, display design, legal issues
What does your business need that a student intern can impact?	UNM-LA will partner with Secret City Kitchen (SCK) in the creation of pop-up “kiosk” in the café that to sell UNM-LA branded items. UNM-LA will facilitate item selection and inventory, SCK will facilitate transactions. We need to develop a plan with a target date for the project to be open in December.
What project(s) will the intern work on?	Intern will assist in developing a business plan, a social media plan, and an inventory system, and possibly design of signage. As time allows the intern may be involved in setting up the display.
What skills are required for this internship?	Knowledge of or background in marketing. Possibly graphic arts. Interest in business/project startup.
What final deliverables will the student produce?	If things proceed smoothly, the opening of a “kiosk” in the Secret City Kitchen.
How would you describe the primary purpose of this project? (Select one)	Marketing/Communications Accounting/Finance
If “Other”, please specify	The scope of the position is flexible to meet the skills of the intern.
Any additional information you would like to share?	Intern will report to Nancy Coombs, Marketing Rep for UNM-LA, but will also be working with Jeremy Varela, owner of Secret City Kitchen, and supervised by Dr. Cindy Rooney, CEO of UNM-LA.