

Frequently Asked Questions

Emory Micro-Internships

Summer 2020

1. What is a Micro-Internship?

A micro-internship is a short-term, professional assignment, comparable to those tasks that could be given to a new hire or a summer intern – some common examples are content creation, industry research, data cleanup, and social media support. Often, these projects are unpaid, require 5-40 hours of total work across 1-2 weeks and can be completed remotely.

Through micro-internships, you can help students apply skills learned in the classroom, gain work experience, and explore career paths; all while getting support for your organization on lower-priority projects.

2. How do I post a job?

- a. Log on to Emory Connects (If you are not registered, please create a new profile using LinkedIn credentials)
- b. Click on the Jobs tab in the menu Column
- c. Select Post a Job and Complete the Form - Indicating employment type as Micro-internship
 - o Please include the following in the micro-internship description:
 - Company and/or Department Name
 - Your Contact Information
 - Preferred Start Date (if applicable)
 - Length (in days or weeks) and hours
 - Assignment Details (a brief overview of key responsibilities)
 - Anticipated Outcomes (what skills will a student gain or be able to practice from this work)
 - o Suggestions of items to request students to submit:
 - Statement of interest (i.e. short cover letter)
 - Copy of resume
 - List of qualifications

For more detailed instructions on how to post within Emory Connects, please read our guide: [How to Post a Micro-Internship Position](#) (linked on the website).

3. How will students apply?

- *Should I vet the students first?*

Selection of an applicant and acceptance will be between the alumni and student applicant. Scheduling of the micro-internship will also be at the discretion of the two parties. The Alumni Engagement Office and Career Center staff will not do any matching or selection. We encourage you to follow your company's process for review when you are selecting an intern. Even though this is an unpaid, virtual micro-internship you will want to make sure the student is the best fit for the position. We also encourage you to set-up a short virtual interview to get to know your applicant(s) better.

▪ ***Multiple students have expressed interest, how do I choose?***

You could set up calls to learn more about the student's interests and determine who would be the best fit for the micro-internship. We suggest you review the materials you asked to be submitted in the job posting.

▪ ***Why hasn't anyone expressed interest in my project?***

This may happen due to the complexities of career interests and timing it is possible that students may not apply for a particular position. We appreciate you for thinking of our students during this time and being so willing to help.

4. What are the benefits?

Benefits of a Micro-Internship

By participating in a micro-internship, students can:

- Explore new industries and potential career paths
- Learn and enhance the skills employers look for when recruiting for internships and full-time positions
- Build tangible relationships with employers by demonstrating their skills and abilities in substantive projects.

In addition to helping undergraduate students develop professionally, **alumni can:**

- Gain support for their organization on lower priority projects
- Gain access to a pool of talented potential future employees
- Donate to a student professional development fund; funds will be available for student accepting unpaid or underpaid work this summer

5. What timeline should I follow?

Please submit any available Micro-Internship positions to the Emory Connect job board by July 24.

Micro-internships projects can take place at any time between July 1- August 14, 2020.

Scheduling is at the discretion of the alumni and selected students. Micro-internship experiences should be completed by August 14, prior to the beginning of the fall semester on August 19.