



# ACADEMIC IMPRESSIONS' INTERNSHIP-TO-HIRE PROGRAM

Academic Impressions is a Denver-based company working to help higher education institutions tackle key, strategic challenges through professional development opportunities. Since 2002, we have served thousands of colleges and universities with publications, research, online events, conferences, and on-campus workshops.

## WE ARE CURRENTLY LOOKING FOR INTERNS TO SUPPORT OUR PROGRAM DEVELOPMENT TEAM!

Interns will conduct market research to support the development of training programs for higher education administrators. The position involves both gathering information and building engagement with higher education professionals. Internships are project-based with the potential to transition into full-time employment in the [Assistant Conference Director](#) role after 6-months of quality work and dedication.

## MAJOR RESPONSIBILITIES INCLUDE:

- Researching training needs of various audiences to inform the design of professional development programs
- Interviewing higher education professionals through a variety of means (phone, e-mail, etc.)
- Building relationships with a diverse set of stakeholders, including potential speakers and attendees
- Identifying subject matter experts
- Organizing, analyzing, and reporting on market research
- Maintaining accurate contact records

## QUALIFICATIONS:

- Pursuit of a graduate degree with demonstrated skills related to research, writing, and synthesizing information
- Ability to multi-task while managing tight deadlines
- Effective communication and writing skills
- Ability to build rapport with diverse stakeholders

## INTERNSHIP DETAILS:

- Interns are required to work 15-25 hours/week
- Internship-to-hire program requires a 6-month commitment
- Interns will be paid a competitive hourly compensation
- Company benefits include team building activities, free healthy snacks, happy hour cart, and wellness activities

**TO APPLY:** [www.academicimpressions.com/intern](http://www.academicimpressions.com/intern)

Sarah Seigle, Internship Coordinator  
[sarah@academicimpressions.com](mailto:sarah@academicimpressions.com)  
720-988-1216

To apply, submit a one-page resume and cover letter that answers the following:

- How does this position align with your professional objectives?
- Describe 2-3 current trends in higher education that interest you.



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