



Tau Iota Mu Psi, Inc.  
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New York, NY 10023

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## *Welcome to our University!*

**Mission Statement:** The Tau Iota Mu Psi, Incorporated Internship Program provides students with hands-on experience. We show them how to be fiscally responsible by learning the importance of debt management as it relates to business ownership, how a start-up is run, the daily tasks that go into managing a business, and have them assist with brainstorming, necessary organizational and administrative tasks, social media, press releases, and marketing campaigns all while taking their future interests into consideration and providing each student with a personal mentor throughout the duration of their internship. We provide a positive, supportive learning environment in which the intern may participate in work that directly correlates to their academic major.

### **Mutually Beneficial Tasks:**

Preparation of press kits and releases	Follow up with journalists and other media outlets
Oversee volunteers and interns fostering leadership skills	Proofread and edit letters, press releases etc alongside Board of Director
Social media strategizing/Compiling useful data	Shadowing other professionals
Submit press releases within a timely manner	Assist with event management
Sponsorship/Donors mail outs and cold calling	Assist with tracking Human Resource Directory
Attend offered outside training and classes	Learn finance in the areas of scholarships, business and membership dues

### **School Credit:**

We are offering college credit for students interning within our organization.

### **Internship Dates:**

Fall Resumes deadline date **July 15<sup>th</sup>**

Spring Resumes deadline date **October 15<sup>th</sup>**

Summer Resumes deadline date **March 1<sup>st</sup>**

Please submit resumes to [info@lisakstephenson-cybersisterhood.com](mailto:info@lisakstephenson-cybersisterhood.com) along with your completed volunteer form {position seeking "Internship"}.