

Business Management Intern – Part Time - Fall 2026 Semester

POSITION INFORMATION

Employer	
Division	N/A
Posting Expiration Date	February 25, 2027
Position Type	Internship
Job Function	Advertising, Media, & Marketing, Event Management, Management & Leadership
Compensation	\$200.00 - \$200.00 per month
Desired Majors	Arts and Sciences/Psychology, Arts and Sciences/Literature, Media, and Culture, Arts and Sciences/Editing Writing and Media, Arts and Sciences/Creative Writing, Arts and Sciences/Russian, Arts and Sciences/Statistics, Arts and Sciences/Philosophy, Arts and Sciences/Physics, Arts and Sciences/Spanish, Arts and Sciences/German, Arts and Sciences/French, Arts and Sciences/Applied and Computational Mathematics, Arts and Sciences/Computer Programming and Applications, Arts and Sciences/Cyber Criminology, Arts and Sciences/Mathematics, Arts and Sciences/Chinese Language and Culture, Arts and Sciences/Chinese Business, Arts and Sciences/Physics and Astrophysics, Arts and Sciences/Computational Science, Arts and Sciences/Russian and Spanish, Arts and Sciences/Literature, Arts and Sciences/Latin, Arts and Sciences/Italian, Arts and Sciences/Greek and Latin, Arts and Sciences/Computational Biology, Arts and Sciences/Biomathematics, Arts and Sciences/Biostatistics, Arts and Sciences/Rhetoric and Composition, Arts and Sciences/Greek, Arts and Sciences/Italian Studies, Arts and Sciences/Spanish Business, Arts and Sciences/Cyber Security, Arts and Sciences/Classics, Arts and Sciences/Statistical Data Science, Arts and Sciences/Digital Humanities, Arts and Sciences/French and Russian, Arts and Sciences/French and Spanish, Arts and Sciences/Japanese Business, Arts and Sciences/Computational Science (Fire Dynamics), Arts and Sciences/Italian Business, Arts and Sciences/Italian and Spanish, Arts and Sciences/Slavic, Arts and Sciences/Computer and Network Systems Administration, Arts and Sciences/German Business, Arts and Sciences/German Studies, Arts and Sciences/French and German, Arts and Sciences/Physics and Materials, Arts and Sciences/French Business, Arts and Sciences/Computational Science (Geophysical Fluid Dynamics), Arts and Sciences/East Asian Languages & Cultures, Arts and Sciences/Computational Science Biological Science, Arts and Sciences/Computational Science Material Science, Arts and Sciences/Russian Business, Arts and Sciences/Computer Science, Arts and Sciences/Japanese Language and Culture, Arts and



Sciences/French and Italian, Arts and Sciences/German and Italian, Arts and Sciences/German and Russian, Arts and Sciences/Data Science - Computer Science, Arts and Sciences/Data Science - Mathematics, Arts and Sciences/Data Science - Scientific Computing, Arts and Sciences/Data Science - Statistics, Arts and Sciences/Linguistics and Languages, Arts and Sciences/General Linguistics, Arts and Sciences/English, Arts and Sciences/Computational Biology Computer Science, Arts and Sciences/Pre-Computer Programming and Applications, Arts and Sciences/Pre-CS Math, Business/Marketing, Business/Management Information Systems, Business/Organizational Behavior and Human Resources, Business/Business Analytics, Business/Entrepreneurship, Business/Accounting Information Systems, Business/Pre-Management Information Systems, Communication and Information/Information Communication and Technology, Communication and Information/Advertising, Communication and Information/Communication Science and Disorders, Communication and Information/Digital Media Production, Communication and Information/Information Technology, Communication and Information/Health Information Technology, Communication and Information/Information, Communication and Information/Integrated Marketing and Management Communication, Communication and Information/Mass Communication, Communication and Information/Information Architecture, Communication and Information/Communication Theory and Research, Communication and Information/Multicultural Marketing Communication, Communication and Information/Health Informatics, Communication and Information/Media Communication Studies, Communication and Information/Information Science and Technology, Communication and Information/Media and Communication Studies, Engineering/Computer Engineering, Law/Cybersecurity, Privacy, and Technology Risk Management, Law/Cyber Security and Technology Risk Management, Motion Picture Arts, Motion Picture Arts/Motion Picture Arts Writing, Motion Picture Arts/Animation and Digital Arts, Motion Picture Arts/Motion Picture Arts, Motion Picture Arts/Motion Picture Arts Production, Music/Music Theatre Music, Criminology and Criminal Justice/Cyber Criminology, Social Sciences and Public Policy/Sociology, Social Sciences and Public Policy/International Affairs, Social Sciences and Public Policy/Russian and East European Studies, Social Sciences and Public Policy/Latin American and Caribbean Studies, Social Sciences and Public Policy/African American Studies, Social Sciences and Public Policy/Geographic Information Science, Social Sciences and Public Policy/Asian Studies, Social Sciences and Public Policy/Application of Unmanned Aircraft System, Fine Arts, Fine Arts/Theatre, Fine Arts/Studio Art, Fine Arts/Dance, Fine Arts/Art History, Fine Arts/Acting, Fine Arts/Art Education, Fine Arts/Interior Design, Fine Arts/Technical Production, Fine Arts/Theatre Management, Fine Arts/Art Therapy, Fine Arts/American Dance Studies, Fine Arts/Music Theatre, Fine Arts/Costume Design, Fine Arts/Directing, Fine Arts/Museum and Cultural Heritage Studies, Fine Arts/Arts Administration, Fine Arts/Returning Professional, Fine Arts/Studio and Related Studies, Fine Arts/First Professional Interior Design, Jim Moran College of Entrepreneurship/Social Entrepreneurship, Jim Moran College of Entrepreneurship/Social and Sustainable Enterprises, Jim Moran College of Entrepreneurship/STEM Entrepreneurship, Jim Moran College of Entrepreneurship/Entrepreneurship, Jim Moran College of Entrepreneurship/Pre-STEM Entrepreneurship, Dedman College of Hospitality/Special Events, Applied Studies/Professional Communication, Applied Studies/Corporate and Public Communication, Applied Studies/Organizational Management and Communication, Education Health and Human Sci/Marriage and Family Therapy, Education Health and Human Sci/Science or Mathematics Teaching, Education

Health and Human Sci/Foreign and Second Language Education, Education Health and Human Sci/Measurement and Statistics, Education Health and Human Sci/Instructional Systems and Learning Technologies, Education Health and Human Sci/Combined Program Counseling Psychology and School Psychology, Education Health and Human Sci/Mathematics Education, Education Health and Human Sci/Counseling and Human Systems, Education Health and Human Sci/Human Performance Technology, Education Health and Human Sci/Autism Spectrum Disorders, Education Health and Human Sci/Teaching English as a Second Language, Education Health and Human Sci/Instructional Design and Technology, Education Health and Human Sci/Clinical Mental Health Counseling, Education Health and Human Sci/Teaching English to Speakers of Other Languages, Education Health and Human Sci/Secondary STEM Teaching

Position Title	Business Management Intern – Part Time - Fall 2026 Semester
Set Salary Amount	0
Hourly Rate	0.00
Tipped Rate	0.00
Monetary Stipend Amount	0
Approximate Hours Per Week	Flexible Hours - Work from Home
Work Hours	Flexible
Specific day and/or hours that this position is required to work	There will be scheduled virtual meetings with staff, but the majority of the work is flexible. In person meetings with the Executive Director in [REDACTED] may be scheduled.
Is this a virtual/remote position?	Yes
Is this position located at one of FSU's campuses?	No
Is the start and end date flexible?	Yes
Flexible Start/End Date Details	First Week of Semester - This date is flexible.

How many candidates
do you expect to hire for
this position?

1

As a condition of
employment, are you
requiring students to
earn academic credit for
this opportunity?

No

Is your organization
able to complete
performance
evaluations to enable
FSU students to earn
academic credit?

Yes

Are you a third-party
internship placement
company or run fee
based internship
programs?

No

Description

Submit Resume and Cover Letter [REDACTED].com.

[Link to Job Description](#)

JOB DESCRIPTION

Business Management Intern – Part Time

MISSION: [REDACTED] connects global financial services experts to reduce capital market risk and increase operational efficiencies driving the industry forward.

REPORTS TO: [REDACTED] Executive Director

HOURS / COMPENSATION: 15-20 Flexible Hours per Week (Virtual) - \$200 / Month Stipend

ESSENTIAL FUNCTIONS:

Marketing

- Work with Executive Director to Promote Programs and Events
- Collaborate with Executive Director and Marketing Company to Develop Social Media Content
- Assist in Content Development for Newsletter

Membership

- Foster Member/Potential Member Relations, Communications and Services
- Attract and Secure Potential Sponsors

Research / Database

- Research and Identify Contacts for Related Organizations in the Securities Industry
- Update Member Database as Needed

General

- Work with the Board of Directors / Advisory Board and Staff In Planning, Organizing, Coordinating and Implementing Programs
- Attend Board of Director Meetings and Other Events when Possible
- Performs Other Duties as Assigned by the Executive Director

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Marketing / Communications / Public Relations
- Financial Services Industry

Ability to:

- Produce Written Documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Work Cooperatively with Others

Skills:

- MS WORD, EXCEL, PowerPoint, Canva
- Research skills

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities. While it is intended to be an accurate reflection of job requirements, management reserves the right to assign other duties as necessary.

**Minimum Academic
Credit Hours Completed**

0

**Graduation Date - Range
Start**

December 2026

**Graduation Date - Range
End**

May 2029

Academic Year(s)

Freshman, Sophomore, Junior, Senior, Graduate Degree, Masters, Doctorate

Degree Level

Bachelors, Masters, Doctorate, Law

Resume Receipt Method

email

Required Documents

Cover Letter

Additional Documents

Cover Letter, Writing Sample



Requested Documents:

Resume

Cover Letter

Writing Sample

Applications accepted via:

Email

▼ **IMPORTANT DATES**

Posted On:

Mar 02, 2026

Application Deadline:

Feb 25, 2027

▼ **DEFAULT EMAIL FOR RESUMES**

[REDACTED]