

SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

Organization Name: WNY Sophomore Externship Experience at UB

Location: Varies

Website: [Students - Startup and Innovation Collaboratory - University at Buffalo](#)

Organization Description and Core Values: See yourself in WNY this summer. If you're a local college sophomore, UB can match you with one of Western New York's top companies for a summer externship, even if you're not a UB student. You'll earn \$4,000 (and course credit) as you gain experience and explore career paths, with opportunities throughout WNY.

An externship can make you more competitive for future internships, fellowships, jobs and other opportunities. Externships typically happen earlier in a student's college career and during a shorter period than an internship. Externs may work on a specific project rather than have longer-term responsibilities.

Upcoming Student Info Sessions:

- Thursday, March 21 at 1:00 p.m. ET, Zoom: Meeting ID: 964 5837 0201 | Passcode: 894768
- Monday, March 25 at 7:00 p.m. ET, Zoom: Meeting ID: 988 3084 8074 | Passcode: 851664
- Tuesday, March 26 at 4:30 p.m. ET, 340 Student Union, UB North Campus

Position Supervisor & Title: Varies

Internship Title: Varies - students will be matched with businesses based on each student's interests and major.

Internship Duties and Responsibilities:

- Project-based work
- Must attend weekly professional development sessions
- Specific responsibilities will vary by placement

Minimum Requirements:

- Say Yes Buffalo Scholar in good academic standing – minimum 2.0 GPA
- Students must be currently enrolled as a sophomore in college, having first enrolled in Fall '22, and enrolled in their fourth semester of college during application and will have finished prior to the commencement of the program on June 3.
- Graduated from a WNY high school
- Curious, creative, and want to gain new skills

Intern takeaways:

- Meet professionals in your desired career path
- Professional development
- Career exploration
- Micro-credential you can put on LinkedIn and your resume



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Duration of employment: Your externship includes a total of 25 hours per week for eight weeks during June and July. You can plan to spend:

- 20 hours per week onsite with a company.
 - Typically, Monday-Thursday.
 - Students will be paired at host sites, which means you and one other extern will be at the company.
- 5 hours per week (typically Friday) at a weekly meet-up or virtual meeting with other college students.
 - During these social activities (such as Food Truck Tuesdays, Shakespeare in the Park and an Explore Buffalo Tour of Silo City), you'll learn more about everything the Buffalo-Niagara region has to offer.
- Some Professional Development activities will be led by TechBuffalo as part of the PowerUp Tech program on June 11th, 12th, 26th, 27th, & July 17th. Externship Hosts are aware.

Compensation: Students receive the equivalent of \$20.00/hour for 200 hours, for a total of \$4,000, paid as a scholarship. Payments are made in three stipends, scheduled to be made June 12, mid-July and July 31 (payments in accordance with add/drop dates and tuition/billing cycle).

Students must also pay tuition for one credit hour. This payment of \$415 will be deducted from the first stipend payment.

First stipend - \$785

Second stipend - \$1200

Third stipend - \$1200

Transportation: Students are responsible for their own transportation; funding and/or NFTA passes may be available but are not guaranteed.

Accommodations: The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply: Submit resume to buffalointernships@sayyesbuffalo.org. Once your resume is approved, you will be directed to complete the online application, which also requires the completion of additional questions. **If you are not a student at UB, you will need to submit your high school transcript and unofficial college transcript.** If you cannot obtain your high school transcript by the deadline, please upload a placeholder document and still submit your application. You will need to submit your transcript to the Program Director directly. **If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s). In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.**

Deadline: March 31st, 2024

Interviews: Students will be notified in early April if they have been selected for an interview; selected students will be notified of their selection and placement in late April. Please note that internships are competitive and not every scholar will receive an interview. If you are selected for an interview, UB will contact you directly.