



Programs Interns

Job Description

Larta Institute is seeking a highly-motivated self-starter with exceptional multitasking skills, and interest in an entrepreneurial environment. The programs intern must possess excellent quantitative, analytical, verbal/written communication and interpersonal skills.

Hourly pay range: \$9.00 – 12.00 per hour depending on education, experience

Job Requirements

Interns provide assistance to Larta's Program Departments. Interns assist in all aspects of program planning, development and delivery. Day to day activities include, timeline preparation, visual aid materials design and preparation, database management, event management, communications with vendors, sponsors and clients. Interns will also collaborate in developing and marketing the organization's signature events, The Venture Forum (www.theventureforum.com), and the Ag Innovation Showcase (www.agshowcase.com), as well as the organization's programs for the National Institutes of Health (<http://nihcap.larta.org>) and the US Department of Agriculture (<http://usdacap.larta.org/>) To learn more about Larta please visit www.larta.org

We are looking for undergraduate seniors with excellent written and verbal communication skills who is interested in a potential career with our organization after graduation. Candidates' majors and interests must align with the organizational mission, vision and culture to ensure a potential future fit for full time employment. Good knowledge of Microsoft applications, advanced Excel knowledge is essential. Experience working with Macromedia Dreamweaver, Adobe Photoshop, and Adobe Illustrator a plus. Applicants should be organized and interested in project management and operations, as well as have the ability to work with others yet motivated to work independently. Preferred undergraduate majors include business, marketing, and economics. Work-study students are preferred and encouraged to apply.

To apply please send cover letter and resume to jobs@larta.org.

Larta Institute (www.larta.org) is a professional services firm that develops and manages commercialization assistance programs for seed and early stage companies and entrepreneurs in the high-technology arena. Larta develops such programs on behalf of clients seeking to advance the market-readiness and investment profile of their entrepreneurs and/or to enhance the technology-based competitiveness of their regions. Larta's clients include U.S. federal agencies, universities and research institutes, and governments from around the world. We currently have exclusive or official status in commercialization management with NIH (National Institutes of Health), USDA (U.S. Department of Agriculture), and NSF (National Science Foundation). We have provided innovation policy

advisory services to the governments of Malaysia, Brazil, New Zealand, Canada, Russia and others. Our commercialization assistance programs are comprised of customized mentoring, training seminars, industry introductions, showcase events and industry research. Hundreds of emerging entrepreneurs in a wide variety of industry sectors have benefited from our services.

Many of the U.S.-based companies that participate in our programs operate under federal Small Business Innovative Research (SBIR) grants. The foreign-based companies participating in our programs are usually sponsored by governmental agencies in their countries.

Our tagline is “Connecting People to Drive Innovation”. Larta’s network includes subject matter experts, seasoned entrepreneurs, investors, and Fortune 1000 companies that are seeking to access innovative new companies, and identify new business opportunities. Larta is recognized as a trusted partner by both the investment and corporate communities. Since 1993, companies helped by Larta Institute have raised over \$1.5 billion in capital. Larta Institute's commercialization programs assist over 400 early stage companies each year.