



# USG QUICK GUIDE TO HIRING A VIRTUAL INTERN

## OVERVIEW

In an ever-changing marketplace, flexibility is key to success. Hosting a student from USG as a virtual intern allows organizations to tap into an innovative regional workforce and access immediate assistance on projects.

## TIME COMMITMENT

Virtual interns can be hired to work on a project basis for a series of hours (10-15 hours), a number of weeks (8-10 weeks), or for an entire academic semester or longer.

## SAMPLE PROJECTS

Below are sample projects that students at the Universities of Shady Grove can complete for your organization.

### SOCIAL MEDIA PRESENCE OPTIMIZATION / MARKETING PROJECTS

- Update, optimize and manage company website and social media profiles
- Expand a company's on-line presence
- Assist in marketing activities
- Comparison research

### INFORMATION TECHNOLOGY PROJECTS

- Help define business and user needs and processes
- Work with project team/sponsors to identifying solutions
- Participate in requirements analysis; help design applications
- Help build enhancements within existing applications
- Support implementation of software application changes

### RESEARCH / PROGRAM DEVELOPMENT PROJECTS

- Complete research assignments
- Draft one-pagers or letters of interest on assigned areas
- Create an online presence for an existing program
- Cost/benefit analyses

## NEXT STEPS

Please contact Deborah Zimmer, Employer Relations at [dzimmer@umd.edu](mailto:dzimmer@umd.edu) or visit our website at [www.shadygrove.umd.edu/employertoolkit](http://www.shadygrove.umd.edu/employertoolkit) and click on Virtual Internship for more information.

