

NCC CENTER FOR CAREER DEVELOPMENT



# MICRO- INTERNSHIPS

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# *What is a* **Micro-** *internship?*



These are short-term, paid, professional projects, typically ranging between 10-40 hours in duration. These projects are comprehensive across many industries and all departments.

For example, business students can find opportunities in sales, marketing, human resources, finance, etc. Micro-internships are posted throughout the course of the year. Students can apply to them whenever! These opportunities are great during breaks, such as winter or spring breaks.



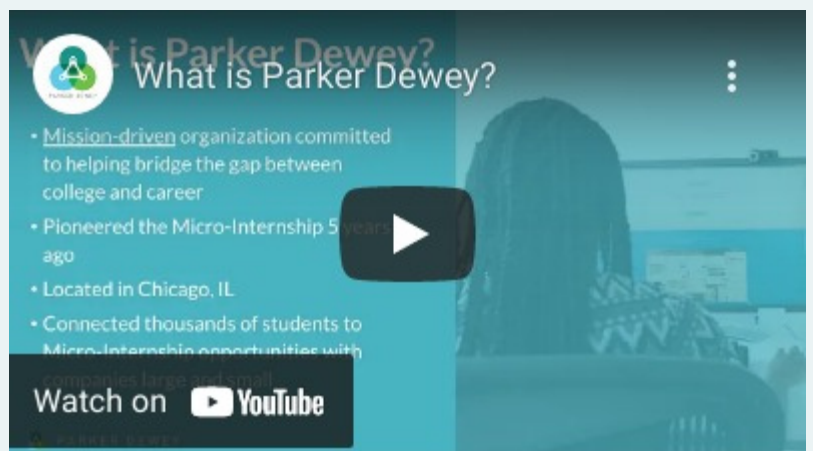
*Watch to learn more!*

# *What is* PARKER DEWEY

Parker Dewey is a company that partners with colleges and universities, such as NCC, in connecting students to micro-internships. It is their mission to support Career Launchers in gaining professional experiences. Parker Dewey recognizes skill and talent is not demonstrated through a resume or transcript. Instead, they created short-term opportunities for candidates to demonstrate their drive, knowledge, talents, and ambitions. In addition, Parker Dewey also supports companies in improving their hiring practices through identifying and evaluating prospective candidates, while enhancing diversity and driving retention.



[info.parkerdewey.com/northampton](http://info.parkerdewey.com/northampton)



*Watch to learn more!*

# The Benefits

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## Start making money!

Not only are micro-internships an opportunity to develop career readiness, it also generates an income. These opportunities are paid! Micro-internships can also lead to a traditional internship or even a job with the company.



## Exploration

Since micro-internships are available in several industries and departments, students have the opportunity to explore different career paths with minimal time commitment.



## Access

Micro-internships are a short-term commitment. They're great for those whose availability is limited. It allows those who may have additional challenges in their schedule still be able to gain experience. Micro-internships are also virtual. This eliminates barriers with transportation, further providing access to those who may have additional barriers.



## Networking

It serves as a great opportunity to begin networking with employers who can write you a letter or recommendation, connect you to future opportunities, or even offer you a position with the company, if available.



## Building skills

You will sharpen your skills, learn professional development and career readiness, and start boosting your resume. The project can be used in a portfolio to demonstrate your hands on experience.

# Getting Started

Go to this link:

<https://info.parkerdewey.com/northampton>

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## For Career Launchers

When you are launching your career, Micro-Internships provide a tremendous opportunity. Not only can you explore different career paths and work on interesting assignments, you can also demonstrate your abilities to potential employers while building your professional portfolio and network. Beyond that, your academic experience will improve as you apply what is taught in the classroom to the real world (and vice versa). Oh, did we forget to mention that you get paid for all of this?

CREATE AN ACCOUNT

## Create an Account

You will want to create an account using your student e-mail.

2

## Sign Up to Work on Micro-Internships

Gain Experience. Explore Careers. Make Connections. Get Paid.

Sign up to a Micro-Internship

or Micro-Internship

Last Name

## Complete your profile

Update your education, work experience, interests, etc. This can be helpful for an employer in order to have a better understanding of you as a candidate. Also, be sure to identify NCC in your education section. This will help you see unique opportunities visible to just Northampton students!

3

## Profile



Change Photo Delete

First Name

Sam

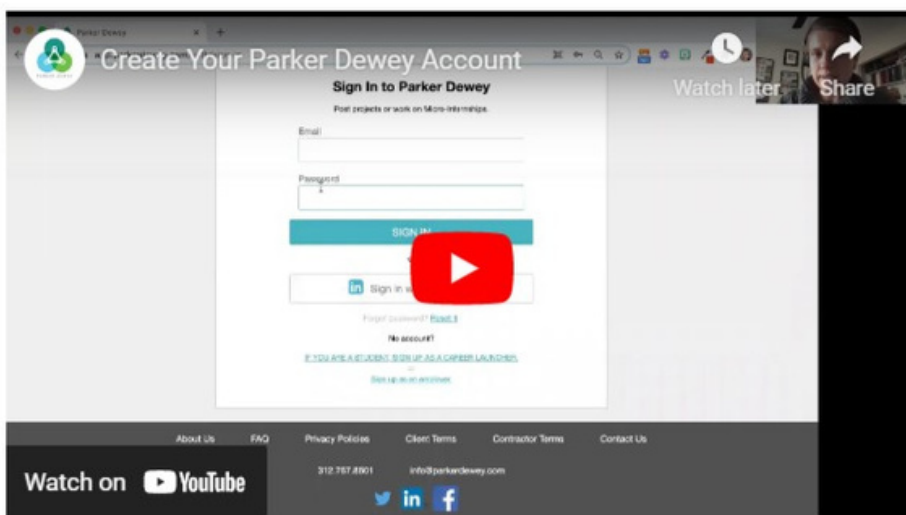
Last Name

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Email

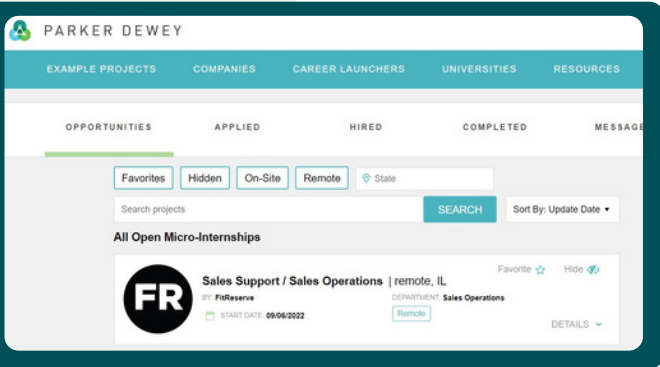
sam.spartan@student.northampton.edu

Phone Number



Watch to learn more!

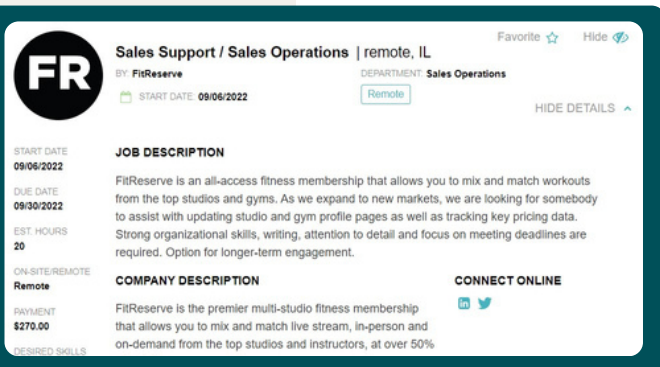
# How to Apply



1

## View current opportunities

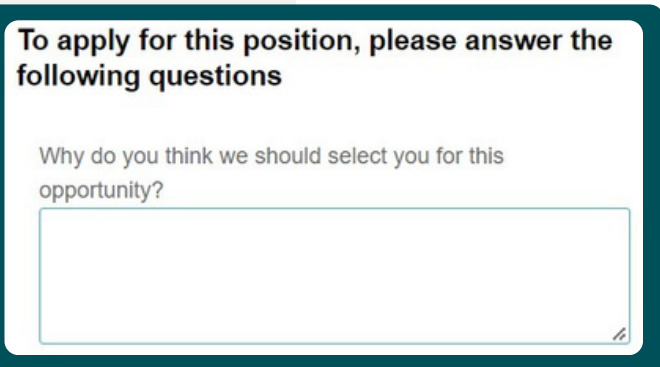
Keep in mind, the micro-internships available are nationwide. Be sure to connect with the Internship Manager to learn more about local micro-internships.



2

## Click "Details"

Each posting includes a description of the company and task, how long the opportunity is, how much you will be compensated, and whether the position is virtual or in person.

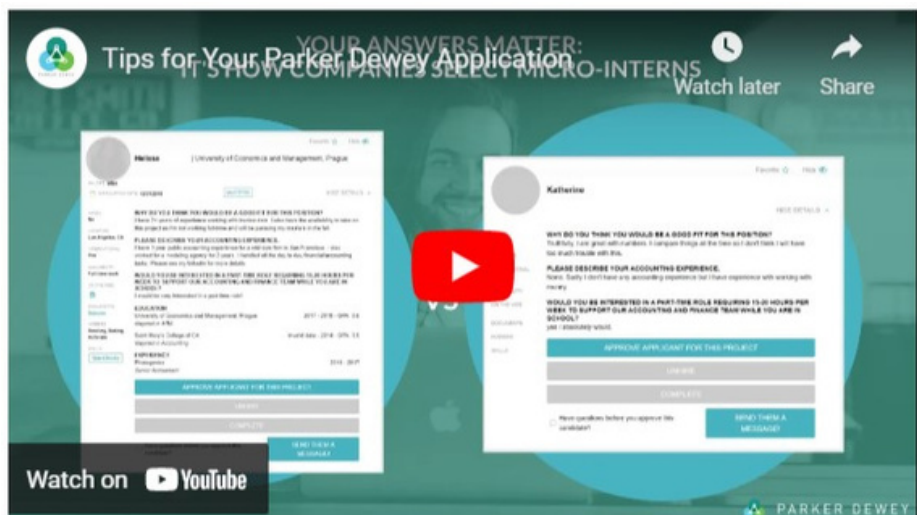


3

## Click "Apply for this project"

The application will ask you questions that you will need to complete. Your responses will count for your interview. Check and double check to spelling or grammatical errors.

Watch to learn more!



# TIPS & FAQ



## Tip:

These opportunities are advanced projects with minimal supervision. Be sure to read the description of the posting in its entirety to have a further understanding of your responsibilities. You will be expected to complete the projects independently. Be honest with yourself and your competency in completing the task. The Internship Manager recommends micro-internships for students who have taken at least 24 credits.

## FAQ

[Can a micro-internship experience go on my resume?](#) Yes! You will certainly want to include this experience on your resume and portfolio. Be prepared to address what you learned and accomplished during your micro-internship in either a cover letter or interview. The Internship Manager is a great resource to support you in thinking through this further.

[How frequently should I check Parker Dewey?](#) If you're serious about wanting a micro-internship, you should check daily! These opportunities are competitive. Make sure to apply for an opportunity you're interested in as soon as possible.

[How do I know if the employer selected me as the micro-intern?](#) You will be notified via e-mail from Parker Dewey in the event you are selected. You will need to accept the offer and provide additional information in order to receive payment. Parker Dewey will also provide you resources to utilize throughout the course of your micro-intern.

[I'm an international student, can I still do a micro-internship?](#) Yes! International students are eligible through CPT, OPT, or a work visa. Be sure to confirm with the International Student Office on campus to ensure you're eligible to participate.

[How do I handle taxes for income earned through projects?](#) You are to report your earned income under self-employment income. If you earn more than \$600 from projects during the year, Parker Dewey will send you a 1099 to report on your tax return.



*NCCenter for Career Development*  
**MICRO-INTERNSHIPS**

*Let's get in touch*

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610.861.5344

<https://www.northampton.edu/student-services/career-services/internships.htm>