



The City University of New York
Federal Work Study X-SITE Job Description
Academic Year 2020-2021

Company Name	Telephone No.:
Company Address	Location Address:
	20 West 44th Street, 4th Floor · New York, NY 10036
Date Submitted	Location Supervisor:
Additional Location Supervisor's Name and Email	Location Supervisor Email

****Submit separate forms for each job description**

Job Title: _____

Number of Positions Available: _____

Job Description: (Please attach job description if necessary):

Please indicate if any special skills are necessary for this position:

--

Hours of Work Available per week (no more than 25 hours per week):

--

Work is available during the following days and hours:

--

Print Supervisor Name

Supervisor Signature

Date

Central Office Use Only

CunyFirst Job Codes: 999 813

CunyFirst Company/Vendor Codes: 0000000 637

Pay Rate: \$17.00

*****All positions begin on or after the first day of classes. All positions terminate on the last day of finals. The FWS coordinator will provide you with the applicable dates.***



Business Development Intern

The Greater New York Chamber is a non-profit 501 C-6 representing more than 3300 member businesses and a database of over 30,000 plus businesses (comprised of entrepreneurs, small, medium size, major corporations, foreign dignitaries and consulates, international corporations, local, city, state and federal agencies and public officials).

We are the voice of business, helping its members grow, and promoting collaboration by our networking events, business expos, international trade missions, luncheons, and seminars.

We are looking for a person to work in our membership/business development dept. with the Greater New York Chamber of Commerce. This position is contacting presidents of businesses by phone and getting them to join the chamber of commerce, inviting and promoting them to our online networking receptions, seminars and international trade missions. This person will also be representing and attending online business events on behalf of the chamber so we are looking for someone with a professional manner.

Job Description

- Assist in research of prospective members or information calls
- Pitch and Process new member/and renewal applications.
- Attend online business networking webinars to promote the Greater New York Chamber
- Assist in overall success of membership programs and success of the Chamber.
- Assist with member's import/export documentation
- Promote the chamber on all social media networks

Requirements

- Must be a self starter, reliable and maintain a professional demeanor
- Ability to multi-task and demonstrate a strong sense of urgency
- Detail orientated
- Excellent telephone demeanor and professional appearance and manner
- Knowledge with Microsoft Office (Outlook, Excel and Word)