

## ***Title: Database & Business Development Intern***

**Location:** Peregrine Technical Solutions      **Hours of Work:** 40 hours  
Yorktown, Virginia

**Category:** Internship

**FLSA Status:** Non-Exempt

**Salary/Grade Level:** TBD

**Date Approved:** Summer 2012

**Reports to (Supervises/Liaison):** Peregrine President

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### **SUMMARY**

The Business Development Intern at Peregrine Technical Solutions will support the development of a marketing database entitled "Peregrine Two Degrees database (2°dB)". We have a need for an intern to support our efforts during the summer of 2012, to help Dr. Leigh Armistead, President, Peregrine. The candidate should know Microsoft Access and have the ability to understand Microsoft Sharepoint. It is preferred that they have a strong organization skill set, with a practical ability to analyze and interpret different databases. This task will have two major efforts – development of the Peregrine This position is a great opportunity to learn about Business Development (Marketing) with a Goldbelt subsidiary. Projects will include:

- Development of the Peregrine Two Degrees database (2°dB) – The concept for 2°dB has been established and a crude version exists in Access 2003. This task will require the candidate to fully develop a totally new version in Access 2010, meanwhile updating and maintaining this dB using guidance and direction from Dr. Armistead. They will develop a process for version control, and will ensure that all deliverables are met before their deadline.
- Once the 2°dB is fully developed, it will need to be exported to the new Goldbelt Sharepoint portal. This will require the candidate to ensure the dB is compatible with the overall enterprise architecture of Sharepoint, meanwhile abiding the inherent security requirements.
- Perform other special projects as assigned.

### **MINIMUM QUALIFICATIONS (education, experience, skills)**

- Must be eligible to participate in Goldbelt's Career Development Program
- Must be available for entire twelve week internship.
- The candidate should know Microsoft Access and have the ability to understand Microsoft Sharepoint. Training on these skill sets can be provided for by Peregrine, with books purchased and ready on day one of the internship.
- This work will require a person who is a self-starter, who has a good work ethic, can work independently and who can take initial guidance and directions from Dr. Armistead, and then complete the tasks on time.

### **PREFERRED QUALIFICATIONS (education, experience, skills)**

- It is preferred that they have a strong organization skill set, with a practical ability to analyze and interpret different databases.
- They must be a quick study and be or rapidly become proficient in the following programs: Microsoft Office suite to include WORD, Powerpoint, Excel, Access and Sharepoint.

The candidate will be provided a Peregrine computer and workspace, at our office in Yorktown, VA. While most guidance on this task will come from Dr. Armistead, other Peregrine senior staff or SME's may also task the summer intern to clarify tasking. The candidate will receive a Peregrine e-mail account to conduct all official business, as well as a set of business cards. They are expected to log their hours on a timely basis through the Replicon tracking system, and they will be paid semi-monthly.

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