



Kansas Micro-Internships Program

Thanks to generous funders, Kansas-based employers can receive their **first three projects** (up to \$500 each) when you work with a Kansas public college/university student! To get started:

Create Your Account

1. Navigate to [Parker Dewey's employer sign-up page](#).
2. Complete the information about your organization including your company name, logo, and website.
3. Check your email for a code to confirm your account. Once it's confirmed you're ready to post your first Micro-Internship.

For more detailed instructions, visit the [Parker Dewey Employer Help Center](#).

Post Your Micro-Internship

1. If you haven't already, [log into your Parker Dewey account](#).
2. Choose how you would like to post your Micro-Internship. Your options are:
 - a. **Project Builder:** Choose this option if you don't know where to start or want to use the Micro-Internship as a way to see if a student is a good fit for a longer-term role. Describe your project in a few words or paste a job description for a role you're recruiting for, and Project Builder will suggest projects for you. You can customize the project before posting.
 - b. **Custom Project:** Choose this option if you already have a clearly defined project in mind. Complete the form to specify your project's name, start/end date, specific deliverables, etc.
 - c. **Project Template:** Choose this option if you want to get some ideas for what projects might be good for a Micro-Intern. Selecting any of the projects in the library will pre-populate that project into Parker Dewey. You can customize the project before posting.
3. When posting your project:
 - a. **In the Program section**, select **Kansas Micro-Internship Program**. This limits

your project to Kansas students and ensures your project is aligned with the program.

Program

If you are participating through a program, select the program below. Refer to the program website to make sure your organization is eligible to participate.
Changing, adding, or removing a program will automatically update various project fields to ensure your project aligns with the program's requirements.

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STEP 1: DESCRIPTION STEP 2: APPLICANTS STEP 3: QUESTIONS

Next: Applicants

pre-populate
to you!

b. In the **Applicants section**, be sure the project size (hours) lists 20. This will be the amount the student will receive. Don't worry, these projects are at **no cost**

Step 2: Applicants

Project size (hours)	Amount student will receive	Number of Micro-Interns
Select ▼ Select the size in hours for this project.	\$ 450	1 Total # of Micro-Interns you want to select. You can always adjust this.

4. Post your project and await candidates to apply! Once you select one, funding will **automatically** be applied to cover the full cost of your project.

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