



Kansas Micro-Internships Program



Social Media Project: Posting Instructions

Step 1: [Create](#) or [Log into](#) your Parker Dewey account.

Step 2: Once logged into your Parker Dewey account, choose the option to create a project using the **Project Builder** (see red arrows below). If you've never posted a project before, your screen will look like this:

Welcome to Parker Dewey

How would you like to get started?

Use our project builder

Describe what you need and we'll set up a new project for you.

[Get Started](#)

Start from scratch

Create a project step by step using our form.

[Get Started](#)

Or browse our [project templates](#) for inspiration.

If you have posted a project before, your screen will look like this:

Post a new project by choosing an option below.

[Project Builder](#) [Draft custom project](#) [Project Library](#)

Step 3: Copy and paste the prompt on the next page (everything in the blue text box) in the **Project Description** box pictured below.

Project Builder

Describe your project or upload a document, and we'll generate a Micro-Internship for you.

Project Description

Describe the project you have in mind. You can also paste a job description or link to an existing role, and we'll craft a Micro-Internship that will help you engage early-career talent.



Kansas Micro-Internships Program

Copy/Paste the information below into the Project Description box:

Please create a social media project scoped at 20 hours and set at \$500. Our small business needs a student to create ready-to-use social media content for up to two platforms, including written copy and appropriate graphics or visual content. Keep research limited so the majority of the student's time is spent creating finished content.

The final project should have **only these deliverables**:

1. A 4-week social media content calendar with a realistic number of completed posts for a 20-hour project. Each completed post should include final written copy and a finished graphic or other appropriate visual.
2. The completed graphics/visual files in an editable or ready-to-use format.
3. If I indicate below that I want the student to publish or schedule the posts, include that work as a deliverable.

Do not add any deliverables beyond the ones listed. Do not add an executive summary or source sheet. Only describe work the student is expected to complete. If direct posting is not requested, leave it out of the project entirely.

Add the information below into the Project Builder to further customize your project:

- ☐ Website
- ☐ Social media links
- ☐ Platforms to focus on (maximum 2)
- ☐ Audience, product/service, campaign, event, or business priority to support
- ☐ Should the student post/schedule the completed content directly to your accounts?
Yes/No

When you have finished adding this information into the Project Description, click **Generate**.

Step 4: On the next screen, review the results and make any updates that are needed. When finished, click **Move Forward**.

Step 5: Review the project title, dates, and description for final edits. In the Program section, select **Kansas Micro-Internship Program** as pictured below.

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.

Kansas Micro-Internship Program ▼



Kansas Micro-Internships Program



Step 6: Select how many students you would like to work with. The Kansas Micro-Internships Program will fully fund the first three students' projects for businesses, nonprofits, and entrepreneurs located in Kansas who work with a Kansas public college/university student.

Step 7: At the bottom of your screen, click **Save**. This will cause your posting to become a draft. When you are ready to post your project, click **Actions** and **Post Now**.

PROJECTS > TEST DB INTERNSHIP

← Back to All Projects

Test DB Internship

Est. hours	Amount per Micro-Intern	# of Micro-Interns
100 hours	\$2222.22	1

Actions

- Duplicate Project
- Edit Project
- Cancel Project
- Post Now
- Assign Project

What Happens Next?

After posting your Micro-Internship, the project will be listed as "Awaiting Approval." This process is conducted by the Parker Dewey Support Team who determines if it is appropriate for the Parker Dewey platform. You will know that your project is "Awaiting Approval" when it is listed under the "Posted" column of your dashboard, but it says "Awaiting Approval" at the bottom of the project's tile as pictured in the screenshot below.

Posted

Website Landing Page Redesign & Domain Integration

MARKETING

Pittsburg, KS (Remote)

09/15/2026 20hrs 500.00

0 Applicants 1 Position Open 0 Selected

Awaiting approval

The Parker Dewey Support Team reviews each project individually to determine if the project meets Parker Dewey's [project eligibility criteria](#). The Support Team also reviews the project to ensure that it meets the requirements of the Kansas Micro-Internships Program. Projects are reviewed within two business days. **You will be contacted if updates are needed in order for a project to be approved.**

Once your project is open, you will receive an email each day that a student applies. [Review this information](#) to learn more about how to select a student for your Micro-Internship.