

# MTAP/MAP Student Consultant Application

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Sponsored by the University of Minnesota's  
Office for Business & Community Economic Development

## PROGRAM OVERVIEW

The Office for Business & Community Economic Development (BCED) partners with the U of M graduate and professional programs in business, human resources, law, computer science, economic development and nonprofit management to offer unique programs. These programs are designed to help both small businesses and nonprofit organizations, which serve Minnesota communities.

The Management & Technical Assistance Program (MTAP) for Nonprofits strives to improve the quality of life in Minnesota's urban communities by enhancing the performance and effectiveness of community-based nonprofits. The Management Assistance Program (MAP) for Small Businesses focuses on helping minority-, disabled- and women-owned businesses build capacity and improve profitability, as well as assisting them in accomplishing critical management and operational objectives. Both programs give students the opportunity to gain experience working with diverse small businesses and nonprofits while the clients receive services that directly influence their success.

The BCED Program Manager receives applications for the programs, and then matches qualifying clients with student consultants who have been recruited from the Carlson School of Management, the Law School, Humphrey Institute for Public Affairs, IT/Computer Science, and all other graduate programs. The Program Manager identifies potential consultants and projects, assigns teams, arranges and facilitates meetings, coordinates all projects, and monitors projects from inception to completion.

## Students who participate in the program:

- Gain experience working with community-based nonprofit organizations serving diverse communities or with small businesses
- Develop hands-on nonprofit management and business skills
- Improve their communications and consulting skills
- Are exposed to potential careers and new industries
- Apply classroom knowledge to real-life management situations
- Should expect to spend approximately 50-60 hours on the project throughout the semester
- Will have to submit an Engagement Letter and Work Plan at the start and a Project Summary Report at the completion of the project
- Will be paid a \$700.00 stipend at project completion

## Types of projects can include:

- Market Research and Analysis
- Communications
- Management Info Systems
- Finance and Accounting
- Marketing Plan Development
- Strategic Planning
- Feasibility Study
- Demography Studies
- Fund Development
- Human Resource Management
- Program Development
- Business Plan Development
- Operations Management
- Nonprofit Management
- IT/Technology Development
- Internet/Web Design
- Supply Chain Management
- Program Evaluation/Measurement

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ Degree: \_\_\_\_\_

Major area(s) of study: \_\_\_\_\_

What is your student status?  Full Time  Part Time

Are you employed by the University of Minnesota?  Yes  No

If so, how many hours a week do you work? \_\_\_\_\_

Are you an international student?  Yes  No

If so, are you allowed to work on campus?  Yes  No

What type of visa do you have and when does it expire? \_\_\_\_\_

Do you have a car?  Yes  No

If you are interested in working with a particular colleague, please provide their name and e-mail address. \_\_\_\_\_  
\_\_\_\_\_

Are you interested in participating in the:

\_\_\_\_\_ **MTAP for Nonprofits**      \_\_\_\_\_ **MAP for Small Businesses**      \_\_\_\_\_ **Either Program**

**Please check the types of projects in which you have EXPERTISE and SKILLS in:**

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| _____ Market Research and Analysis | _____ Human Resource Management      |
| _____ Communications               | _____ Program Development            |
| _____ Management Info Systems      | _____ Business Plan Development      |
| _____ Finance and Accounting       | _____ Operations Management          |
| _____ Marketing Plan Development   | _____ Nonprofit Management           |
| _____ Strategic Planning           | _____ IT/Technology Development      |
| _____ Feasibility Study            | _____ Internet/Web Design            |
| _____ Demography Studies           | _____ Supply Chain Management        |
| _____ Fund Development             | _____ Program Evaluation/Measurement |

**Please share any other information about yourself, your experiences or your studies that would be useful in considering your application.**

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It is expected that students will spend approximately 50-60 hours on the project throughout the school semester and will have some flexibility in their schedule to accommodate meetings with the nonprofit or business representative.

**Please list any scheduled events that may affect your participation.** (for example, if you are unable to work on a project before or after a certain date, or if you will be taking an extended trip.)

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To aid in scheduling meetings and matching students with clients, we ask that you provide information about your typical weekly schedule.

**Please write down the times WHEN YOU ARE AVAILABLE for project work or meetings.**

<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				

**To be considered for the Fall 2009 semester projects, please return the completed application and submit a résumé by Friday, September 11, 2009.**

**For your convenience and to ensure a faster turnaround, you may also apply online at:**

**[www.bced.umn.edu](http://www.bced.umn.edu)**

**For more information, please contact:**

**Nedy Windham**

**Office for Business & Community Economic Development**

**University of Minnesota**

**2221 University Avenue SE, Suite 136**

**Minneapolis, MN 55414**

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**Email: [windh003@umn.edu](mailto:windh003@umn.edu)**