

# Pioneer Pathways Employer Guide

## "Micro-Internships"



Career growth starts with one project!

CAL STATE **EAST BAY**

**CAREER  
EMPOWERMENT  
CENTER**

# Partner with Cal State East Bay: Offer a Micro-Internship Through Pioneer Pathways

As an Employer Partner of Cal State East Bay's Career Empowerment Center, ask yourself:

- Does your organization need extra support on a short-term project?
- Are you interested in assessing college talent before graduation?
- Would you like to connect with a diverse group of students?
- Are you building a pipeline for future interns or full-time hires?
- Do you want to strengthen your brand presence on campus?

If you answered **yes** to any of the above, we invite you to partner with us to host a **micro-internship** for Cal State East Bay students through the **Pioneer Pathways program**.

## What is a Micro-Internship?

Micro-internships are short-term, project-based experiences that allow students to build career-readiness skills, gain real-world experience, and grow their professional network.

- Typically **5–40 hours of work**, completed over **1–4 weeks**
- Remote, hybrid, or in-person formats available
- Designed to be **flexible**, scalable, and low-risk for employers
- Help students connect classroom learning with industry application
- Ideal for small, defined projects that support your business goals

These opportunities often serve as:

- A **first professional experience** for students
- A **precursor to a traditional internship**
- An **unofficial “skills-based audition”** for your organization

# Pioneer Pathways Process

- You **submit a project** via our Pioneer Pathways submission form and an agreement is established
- The **Career Empowerment Center promotes the opportunity** to students
- Students apply through our office
- You choose whether our team or yours handles interviews
- Once selected, you and the student confirm scope, deliverables, and timeline

## Timeline & Scheduling

- Micro-internships are offered during **Fall, Spring, Winter, or Summer** terms
- Projects typically span **1–4 weeks**, depending on scope
- Students may work **5–40 hours** total based on your needs and the project's complexity

## Project Format

- May be completed **remotely, in-person, or hybrid**
- Students must have a clear supervisor or point of contact
- Supervisors are expected to provide **guidance, check-ins, and final feedback**

## Compensation

- It is expected that students are **paid** for their work
- If your organization cannot provide compensation, the Career Empowerment Center may be able to offer **supplemental funding** for transportation, wages, or related costs (based on availability)



# Sample Pioneer Pathways Project Ideas

## Education

- Project research
- Lesson plan design
- Bulletin board creation
- Newsletter production

## Finance & Accounting

- Financial modeling
- Data evaluation and reporting

## Information Technology

- Website updates
- Data cleanup and analysis
- Software or security testing
- Creating accessible documents

## Business Development & Sales

- Market and prospect research
- Lead generation
- Competitor analysis

## Human Resources

- Training preparation
- Candidate sourcing and screening

## Marketing & Public Relations

- Graphic design
- Video editing
- Social media content creation
- Marketing collateral development





## Best Practices for Hosting a Micro-Intern

- **Set Clear Expectations:** Define the role, deliverables, timeline, and outcomes from the start.
- **Structure the Project:** Ensure the project is achievable within 5–40 hours.
- **Provide Orientation:** Offer a short onboarding process to introduce tools, platforms, and expectations.
- **Offer Support & Mentorship:** Designate a supervisor or mentor to provide guidance and conduct at least one check-in.
- **Allow for Flexibility:** Work with the student's schedule, including remote or flexible hours where possible.
- **Give Feedback & Closure:** Provide constructive feedback at the end of the project and complete a short reflection or evaluation.
- **Maintain the Connection:** Keep the door open for future engagement, internships, or hiring.

## Pioneer Pathways Employer Submission Form

When completing the online form, you'll be asked to provide:

- Organization & Contact Information
- Project Title, Description, Job Duties
- Preferred Majors or Class Level
- Industry Category
- Timeline & Availability (e.g., Spring, Summer, ongoing)
- Location (remote, in-person, hybrid)
- Compensation Info
- Any Clearance Requirements
- Estimated Project Hours & Number of Students Needed
- Interview Preference (Career Center or your organization)

**Ready to Get Started? Submit a project [here](#).**

To learn more or schedule a brainstorming session:

- ✉ [internships@csueastbay.edu](mailto:internships@csueastbay.edu)
- ☎ 510-885-2789

Let's build meaningful projects together—one student, one opportunity, one project at a time!