

## Business Analyst Intern

### Description

#### About FirstIgnite

FirstIgnite is a venture-backed SaaS company transforming how research institutions commercialize discoveries and build industry partnerships. We equip universities with AI-powered tools that accelerate innovation and unlock new revenue opportunities through streamlined corporate engagement.

#### Role Overview

We are seeking a Business Analyst Intern who will help shape the future of AI in higher education administration and support our fundraising strategy. This intern will study university administrative offices to uncover operational pain points and AI opportunities. In parallel, they will assist in identifying and engaging venture capital firms aligned with FirstIgnite's growth vision.

#### Key Responsibilities

- **University Analysis**
  - Research university administrative offices (e.g., tech transfer, research development, corporate engagement, career services).
  - Conduct interviews, collect feedback, and analyze workflows to uncover inefficiencies and AI automation opportunities.
  - Translate insights into product opportunity briefs for our AI product team.
- **Venture Capital Research**
  - Build a database of AI- and edtech-focused venture capital firms.
  - Analyze firm portfolios and identify strategic fit with FirstIgnite.
  - Draft outreach materials and assist in managing VC communications.
- **Market Intelligence**
  - Track trends in AI, higher education operations, and research commercialization.
  - Contribute to competitive analyses and internal strategy reports.

#### Ideal Candidate

- Pursuing a degree in Business, Data Science, Public Policy, Computer Science, or related fields.
- Strong analytical, communication, and research skills.
- Interest in higher education, artificial intelligence, or venture capital.
- Comfortable with ambiguity, self-directed work, and fast-paced environments.
- Prior experience with CRM tools, LinkedIn, or market research tools is a plus.

#### What You'll Gain

- Hands-on experience in AI strategy, edtech, and venture outreach.
- Deep understanding of the higher education innovation ecosystem.
- Direct mentorship from FirstIgnite's leadership team.

#### Hiring organization

FirstIgnite

#### Employment Type

Intern

#### Job Location

Remote work possible

#### Date posted

May 1, 2025

#### Valid through

17.05.2025

