Communication and Event Coordinator Assistant Internship
- Assist in marketing of online resources, services, and events/workshops to students
- Create marketing tools for upcoming workshops, events, services and online resources: posters, fliers, educational handouts, videos, FAQs, guides, etc.
- Make recommendations on how to improve student marketing strategies
- Update and develop content for Career Development Centers’ social media sites
- Assist with event planning and coordination

Job Requirements
- Enthusiasm for technology/social media
- Willingness and ability to learn new technologies
- Creativity
- Ability to create and post short videos to online sites
- Excellent problem-solving and analytical skills
- Excellent oral and written communication skills

Preferred Majors
- Communication and Business Administration (interest in marketing)
- Open to other majors based on student experience

Basic student learning anticipated
Working with our department will provide the student with a hands-on experience in marketing, effective communication, outreach and event coordination. The student will be exposed to various communications styles and methods

Hours per week: 10 – 20 (negotiable)
Number of weeks: 16
Position Available: Fall, Spring, Summer
Unpaid