



POSITION DESCRIPTION

DATE:

TITLE: Marketing Intern

HR USE ONLY:

Position Number: MK01

Overtime Eligible: Yes

BASIC FUNCTION

This internship position is responsible for supporting the Marketing Department in several aspects of daily operation. The Marketing Intern will directly assist the marketing team in developing niche marketing campaigns, pitching advertising ideas, and creating content for several products on multiple platforms. The position will report directly to the Marketing Specialist to facilitate learning and growth in the field of Marketing.

MINIMUM QUALIFICATIONS

1. Junior, Senior, or Graduate Student Pursuing Bachelors Degree/or MBA in Business/Marketing/Advertising
2. Proficient in basic computer skills and Microsoft Office (Word, Outlook, Excel)
3. Highly motivated and strong desire to succeed
4. Organized and detail oriented
5. Ability to prioritize
6. Works well with groups
7. Strong written and verbal communication
8. Positive and outgoing personality
9. Web & Graphic Design experience is a PLUS

PRINCIPAL ACCOUNTABILITIES

1. Working on various marketing projects to develop leads and generate business
2. Market and industry research and analysis
3. Developing and implementing marketing/advertising ideas
4. Developing high-quality content for multiple platforms
5. Taking part in products/marketing meetings
6. Updating and organizing blog, forums and various Net based infrastructures
7. Providing general assistance as needed to the marketing department

DEPT. APPROVAL _____

HR APPROVAL _____

Employee Signature _____