**Position:** Marketing Intern

**Department:** Career Services

**Work Location:** McCannel Hall, Room 280

**Role within Department:** Market the Career Services department and its events

**Job Duties:**

- Create and execute a marketing plan and marketing calendar for Career Services
- Manage Social Media (to include Facebook, Twitter, Pinterest, You Tube, LinkedIn, CollegiateLink, etc.) to market all events and promote Career Services
- Coordinate and assist with employer outreach
- Assist with staffing booths at expos and Career Fairs and other events
- Maintain the Employer Showcase and database

**Starting Rate of Pay:** $9/Hour

**Number of Hours:** Depends on Number of Credits

**Qualifications:**

- Knowledgeable in areas of social media, marketing, and event management
- Excellent verbal and written skills
- Customer service oriented
- Organized
- Proficient with Microsoft Word and Excel
- Familiar with Microsoft Publisher or graphic design programs

**Start Date:** ASAP

**Please submit a cover letter and resume to:**

Cassandra McDonald
UND Career Services
McCannel Hall, Room 280

The University of North Dakota is an equal opportunity/affirmative action institution.