MARKETING INTERNSHIP

Application Deadline: October 10, 2014 (or until filled)

Department: UND Student Affairs - Marketing Team
Job Title: Marketing Intern or Cooperative Education Student
Salary Offered: $8.50-$9.50/hour
Hours/Week: 15-20 (flexible); student may be able to increase hours, including (but not guaranteed) the possibility of working 20-40 hours/week during summer and holiday breaks, as requested by the Director of Student Affairs Marketing
Start Date: ASAP- ongoing (preference given to students who can work at least 1 year)
Job Duties: Assist the Director of Student Affairs Marketing, Assistant Director of Marketing, Marketing Coordinator, Graphic Designer/Editor, and other members of the Division of Student Affairs in developing and implementing marketing plans, including:

• Work with Marketing Team to identify marketing plans, strategies and tactics for reaching current and prospective students.
• Conduct research to help identify the most beneficial places to focus marketing efforts.
• Participate in weekly Marketing Team staff meeting.
• Assist with the implementation of marketing campaigns through direct mail/e-mail, print, social media, texting and Web.
• Update academic fact sheets.
• Write and edit content for various UND web pages and print pieces.
• Manage social media for the Office of Admissions.
• Create Facebook advertisements for various outreach events and academic programs.
• Assist staff with office tasks.

Qualifications: Quick learner, excellent writing abilities, a strong grasp of the English language, effective interpersonal communication skills, strong attention to detail and the ability to work independently as well as with a team.

Intermediate experience in Microsoft Word required; strongly prefer experience in video filming/editing, Adobe InDesign, Photoshop and Illustrator.

Apply: UND.edu/jobx

Job Title: Marketing Intern          Employer: Student Affairs
Submit cover letter and resume to: whitney.delaney@UND.edu

Questions? Contact Whitney at 777.3227