



MARKETING INTERNSHIP

Office of Communications & Marketing

Marketing internships are designed to provide interns with exposure to day-to-day activities including creative planning, while providing real-world experience in production and workflow management.

JOB SUMMARY

An intern in the Office of Communications and Marketing will perform duties to assist with the creation and maintenance of various marketing projects. Based on the individual's skill set, jobs will include some level of graphic design, copy writing and client consultation. Interns may also be asked to provide basic office support including answering phones, greeting visitors and assisting with deliveries.

OPTIONS

2 Credit Hours = 120 Work hours (7.5 hours per week)

May only be completed during a 16-week semester.

1 Credit Hour = 60 Work hours (7.5 hours per week)

Hours must be completed within 8 consecutive weeks.

**May be completed during a summer term. Fifteen hours per week required.*

DUTIES AND RESPONSIBILITIES

- Assist with a variety of marketing projects
- Provide basic office support
- Work as a part of the OCM team

DESIRED QUALIFICATIONS

- Interest in the field of marketing, advertising or communications
- Basic to intermediate graphic design skills with Adobe Creative Suite
- Ability to work independently and complete assigned tasks within identified time frames
- Strong verbal and written communication skills
- Cumulative GPA of 2.5 or above

WORKING CONDITIONS AND ATMOSPHERE

Routine office environment including contact with visitors, students, faculty and staff. The majority of work must be completed in the office as part of a "real world" experience that is not available in a class setting. Limited work could be completed in a computer lab on campus.

COMPENSATION

Internship position is not compensated.

ADDITIONAL INFORMATION

Contact the Office of Communications & Marketing at 606-783-9328, e-mail coma@moreheadstate.edu or visit our office at 350 University Street.