

THE CAREER CENTER POSITION OPENING

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

MARKETING & COMMUNICATIONS INTERN

Looking for an exciting opportunity in marketing and advertising? Interested in developing new and creative ways to engage others? Join The Career Center as a Marketing and Communications Intern!

We are currently seeking an ambitious and passionate intern to help our team consistently brand, position, and promote The Career Center through targeted communications and advertising campaigns.

In addition, our intern will be responsible for helping the Assistant Director of Marketing develop marketing strategies as well as plan and manage key Career Center events.

This is a **PAID** position and great opportunity to build your professional portfolio while gaining valuable work experience! **Learn more about this exciting position at careercenter.illinois.edu/opportunities.**

REQUIREMENTS:

- At least junior standing as of Fall 2018
- Open to all majors
- Experience related to marketing, advertising, public relations, promotions, writing, and communications
- Experience writing and creating content to be shared on multiple platforms (print, e-newsletter, email, website)
- Working knowledge of Excel and Word
- Available to work 10 - 15 hours per week

SKILLS:

- Experience and knowledge of print and digital marketing and advertising, and creative development preferred, but not required.
- Experience proofreading and editing content preferred, but not required.
- Experience in graphic design and in using design software a plus, but not required.
- Ability to manage, organize and take lead on projects.
- Ability to actively manage and complete tasks independently and on-time.
- Ability to manage multiple tasks simultaneously.
- Strong writing skills
- Strong interpersonal, communication, and leadership skills.
- Excellent time management skills.
- Demonstrate professional behavior and a positive can-do attitude..

APPLY: Evaluation of applicants will begin immediately and continue until a qualified candidate is selected. Interest candidates should submit a letter of interest and resume. Applications will be accepted through April 6, 2018 or until position is filled, whichever comes first. Applicants are strongly encouraged to submit their application materials and any samples of work by email as a PDF or Word attachments to ssandrs@illinois.edu.