

# THE CAREER CENTER POSITION OPENING

## UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

### SOCIAL MEDIA & DIGITAL COMMUNICATIONS INTERN

Are you social media savvy? Do you enjoy developing creative and engaging content? Join The Career Center as a Social Media & Digital Communications Intern!

We are currently seeking an enthusiastic and ambitious intern who will help strengthen our brand presence online, throughout the Illinois community, and across multiple social media platforms. In addition, our intern will be responsible for coordinating and assisting with digital communications for The Career Center.

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](http://careercenter.illinois.edu/opportunities).**

#### REQUIREMENTS:

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- At least junior standing as of Fall 2018
- Open to all majors
- Experience related to marketing, social media, website, advertising, promotions and communications
- Experience managing social media platforms, including Facebook, Twitter, Pinterest, and Instagram
- Working knowledge of PowerPoint and Excel
- Samples of work
- Available to work 10 – 12 hours per week

#### SKILLS:

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- Ability to write content for multiple platforms (social media and digital communications)
- Experience or working knowledge of Hootsuite to schedule and manage social media posts preferred, but not required.
- Experience and knowledge of digital marketing and advertising, and creative development preferred, but not required.
- Experience in graphic design and design software (Photoshop, InDesign, Adobe Creative Cloud, etc.) preferred, 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:** Review of applicants will begin immediately and continue until a qualified candidate is selected. Applications will be accepted through April 6, 2018 or until position is filled. Applicants are strongly encouraged to submit their resume, cover letter, and any samples of work by email as a PDF or Word attachments to [ssandrs@illinois.edu](mailto:ssandrs@illinois.edu).