

MARKETING INTERN  
CAREER SERVICES  
POSITION DESCRIPTION

1. One 10 hours per week, intern position; supervised by the Career Services Associate Director and/or Director.
2. Position would be a commitment for fall and spring semesters, 2007-08. Compensation consists of excellent experience and credit through an academic department.
3. Responsibilities will possibly include:
  - a. Assess marketing needs for dept.; assist with comprehensive plan related to Marcom expectations and recommendations.
  - b. Conduct focus groups if needed to better understand target audience.
  - c. Manage creative concepts and publication for marketing collateral including production timelines.
  - d. Recommend most effective methods to reach intended market.
  - e. Coordinate a PR effort through other campus programs, clubs and dept. activity such as articles for the Crescent and/or marketing GEED 216.
  - f. Establish a career PR group to function as such for the dept.
  - g. Establish PR activity schedules with program coordinators.
3. Skills to develop: planning, editing, researching, estimating and appraising, analyzing and evaluating, representing, promoting, speaking, writing, designing, planning and managing projects, record keeping, timing, budgeting, data processing, teamwork, communication, marketing and professional leadership
4. Selected by the director and associate director after an application process, interview and recommendations. Qualifications include computer proficiency to include word processing skill, organization with detail orientation, ability to relate to a wide variety of constituents, dependable with projects and time management, able to communicate well verbally and in writing.
5. Please pick up an application in Stevens 325 or request it by email from [careers@georgefox.edu](mailto:careers@georgefox.edu). Thank you! Please apply early or by Friday, April 13, 2007.