CEOs Assistant Intern

Duties:
- Draft monthly blogs
- Plan and schedule meetings and events
- Prepare presentations for key stakeholders
- Manage sponsorship and donation requests

Qualifications:
- Able to work 8-12 hr/w
- Strong interpersonal skills
- Fluency in English
- Intermediate to expert social media skills
- Well developed research and writing skills

Business Development/Marketing Intern

Duties:
- Maintain social media platforms
- Assist with DRIP, Newsleak and HVAC newsletters
- Assist with event planning
- Create presentations for key stakeholders
- Prospective and current client management

Qualifications:
- Able to work 16-20 hr/w
- Strong interpersonal skills
- Fluency in English
- Intermediate to expert social media skills
- Well developed research and writing skills

To apply, please email your resume, cover letter and writing sample with the subject line as the desired position title to usgcareerservices@umd.edu. Questions? Contact the Career & Internship Services Center at 301.738.6338