MARKETING & COMMUNICATIONS INTERN

USG Career & Internship Services Center

ABOUT US
To collaborate with partner institutions and the local business community to support the career readiness of students; thereby enabling them to become engaged, competitive and contributing members of the regional workforce.

PRIMARY RESPONSIBILITIES
- Assisting with new launches and day-to-day content sharing community management for various social platforms
- Provide live social coverage and photography for special events
- Creating content for web, social, and print
- Designing promotional materials and brochures
- Providing support for administrative tasks, such as event logistical support, event registration, and contest fulfillment, when necessary
- Keeping a pulse on industry updates for a better understanding of overall digital and social landscape

DESIRED SKILLS
- Proactive, organized, efficient, detail-oriented, accountable, enthusiastic, and able to collaborate with the team
- Ability to balance multiple programming priorities and manage campaigns successfully
- An eye for design, basic graphic design experience and proficiency in Adobe Creative Suite and Microsoft Office (PowerPoint, Adobe InDesign, Photoshop and/or Illustrator)
- Edit, export, and delivery of content from non-linear edit platforms like Final Cut
- Photography experience a plus
- Strong communication (written, verbal); can collaborate effectively and efficiently
- Sound knowledge of the web, social media and related technologies
- Proven ability to meet deadlines

Students can submit their resume and cover letter to:
usgcareerservices@umd.edu