Position: Marketing Design Intern
Starting Date: Monday, June 15, 2015 (summer and academic year)
Application Deadline: Sunday, March 29, 2015
Department: Career Services Center
Reports to: Sharon Hansen, Employer Relations and Events Coordinator
Hours: 10 hours per week
Pay: $8.00 per hour

CAREER SERVICES CENTER OVERVIEW
The Marquette University Career Services Center is a dynamic student-centered office that focuses on preparing all students, in all majors, pursuing all career paths for future career success. The supportive office environment provides unique opportunities for student staff not only to have a convenient on-campus position but also to gain skills and experiences that are valued by future employers. Student staff are exposed to a professional office environment that directly serves 2000+ students, hosts 400+ employers, and coordinates several large-scale events each year.

POSITION OVERVIEW
The Marketing Design Intern is part of the Marketing team made up of one student Marketing Design Intern, one student Social Media Intern, and the Employer Relations and Events Coordinator. This team is an integral part of the Career Services Center responsible for planning and executing comprehensive marketing plans promoting office events, resources, and services.

SPECIFIC RESPONSIBILITIES
- Develop and implement marketing and social media plans for office events, resources, and services in conjunction with the Social Media Intern
- Create promotional materials using design software such as In-Design and Illustrator
- Develop innovative and creative methods to promote events and services
- Assist Employer Relations and Events Coordinator with event coordination
- Main office events include but are not limited to Fall Career Fair, Fall Etiquette Dinner, Spring Career Fair, and Spring Networking Reception
- Primary resources for special promotion include but are not limited to MU Career Manager, Career Checklists, College campaigns
- Office services for special promotion include but are not limited to Business Cards, Practice Interviews, Drop-in Assistance, Resume Review Assistance, Career Exploration Assistance, Career-Related Experience Assistance, Post-graduate Job Search Assistance, Post-graduate Education Assistance, Post-graduate Service Assistance

QUALIFICATIONS
- Excellent written and verbal communication, strong editing skills
- Be creative with an eye for design
- Ability to develop a detailed and professional marketing plan
- Knowledge of digital media software – Adobe Creative Suite and other desktop publishing software
- Good standing with the University (both academic and disciplinary)
- Ability to collaborate effectively as a member of a team
- Ability to work independently and accept individual responsibility for projects or assignments
- Organized, responsible, and detail oriented
- Ability to effectively represent the Career Services Center to fellow students, campus departments, and employers

APPLY
Visit http://www.marquette.edu/csc/aboutus/workforcsc.shtml to apply using MU Career Manager