Position: Social Media Intern
Starting Date: Monday, August 17, 2015
Application Deadline: Sunday, March 29, 2015
Department: Career Services Center
Reports to: Sharon Hansen, Employer Relations and Events Coordinator
Hours: 8-10 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 developing and implementing comprehensive marketing and social media plans promoting office events, resources, and services.

SPECIFIC RESPONSIBILITIES
• Develop innovative and creative methods to promote events and services
• Create new profiles and pages (Facebook, Twitter, LinkedIn, YouTube, etc.)
• Find users to follow/friend/like our business
• Tracking the growth and the impact of social media on our business
• Write and post updates using all social media platforms used by office and reply to comments, messages, etc.
• Ability create and upload Twitter & YouTube backgrounds, and minor video editing skills are a plus
• 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; creative with an eye for design
• Ability to develop a detailed and professional marketing and social media plan
• Knowledge of social media – Facebook, Twitter, LinkedIn, YouTube, blogs, etc.
• Energy, with a desire to come up with fresh ideas on how to grow our online presence
• 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
• Ability to effectively represent the Career Services Center to fellow students, campus departments, and employers

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