



PR/Marketing Intern

Posted: Sept. 19, 2009

Job Title

Public Relations/Marketing Intern

Department

Marketing

Supervision

Supervised by PR/Marketing Manager

Pay Classification

Unpaid

Work Hours

Normally Monday – Friday, flexible. May require occasional evening and/or weekend hours as needed. About 10 hours per week

Job Summary

Provide support to Marketing Department for public relations and marketing for ERC. Job duties include coordinating special projects, preparing marketing materials, assisting with publicity and more

Job Standards

1. Must be a college student majoring in journalism, business or marketing
2. Excellent interpersonal communication skills.
3. Proficiency with computers, especially Word, Excel and Windows software. Minimum typing speed of 60 wpm.
4. Good organizational skills and ability to manage multiple priorities.

For full job description

E-mail Department of Journalism Internship Coordinator Barb Benish at benish@uwosh.edu

How to apply:

Apply by e-mail to lmonroe@evergreenoshkosh.com