

UW Oshkosh Career Services Marketing Intern

Work Schedule:

10-15 hours a week

Wage/Salary:

\$8.00/hr

Employment Start Date:

Fall 2009 (tentative September 1, 2009)

Employment End Date:

Spring 2010 (or later)

Job Description:

- Create and implement a promotional plan for all workshops and events for the office.
- Assist in the creation of newsletters and publications
- Promote internal communications
- Collaborative with IRC, student clubs and organizations, university departments, and the community
- Write press-releases about events and market trends for employment

Qualifications:

Candidates should have a Public Relations/Marketing/Communications background, and be proficient with MS Office. Outgoing and creative personality is a must for this position. Strong interpersonal, written, and oral communication skills are required. Preferred knowledge in Adobe InDesign, Illustrator, Photo Shop, and Acrobat.

Application Instructions:

Login to TitanJobs. In order to apply, you MUST include a cover letter and have an uploaded resume. If you have any questions, come into Career Services (Dempsey 230) or contact Erica Murphy, murphye@uwosh.edu, 920-424-0755.