

Job Detail Information

Job Information	
Job ID	3934308
Job Title	Marketing and Communications Intern
Job Description	<p>The Marketing and Communications Intern will be responsible for generating a wide range of marketing content, reviewing themed events, and coordinating itineraries for the University of Portland Volleyball team.</p> <p>Duties include: -Generate web and social media content for outreach and promotional purposes -Assist in planning theme nights for home games, including theme development, activity planning, outreach, and day of coordination -Assist in coordinating and scheduling itineraries for road games which can include correspondence with coaches, researching sites, and creating and distributing itinerary</p> <p>This internship is unpaid with the option to receive academic credit pending faculty approval. The intern can expect to work around 6-9 hours per week. There is flexibility with the hours and can all be done remotely.</p> <p>Start Date: August 31, 2015 End Date: December 4, 2015</p>
Salary	unpaid
Type of Job	Internship
Job Location	On Campus
Posting Date	03/27/2015
Expiration Date	04/17/2015
Job Requirements	
Degrees Wanted	None Required
Majors Wanted	Business Administration; Communication; English; Management Communication; Marketing and Management; Organizational Communication
Job Targets Wanted	Any Job Target
Special Skills Wanted	
Other Job Requirements	<p>As a member of the Women's Volleyball Program, the ideal candidate will not only be an exceptional, uplifting writer, but also an organized and proactive communicator.</p> <p>Qualifications: 1) Current sophomore, junior, or senior studying Marketing, Communications, English, Business or related field. 2) Ability to effectively communicate across multiple divisions and departments within the West Coast Conference. 3) Experience with social media platforms (Twitter, Facebook, and Instagram) 4) Computer proficient in Microsoft Word 5) Ability to manage multiple tasks</p>

- 6) Patient, empathetic and persuasive
- 7) Strong verbal and interpersonal skills
- 8) Self-motivation and focus
- 9) Detail oriented and extremely organized while managing several projects at one time

Company Information

Company Name

University of Portland Athletics Department

Company Description

Founded in 1901, the University of Portland is a private, comprehensive, Catholic university of 3600 students with a mission of Teaching, Faith, and Service. We are an EQUAL OPPORTUNITY EMPLOYER striving to employ personnel at all levels who will support and enhance our educational mission and purpose. Please visit our website at www.up.edu for more information about this position and the University.

Equal Opportunity Employer

Yes

Contact Information

Contact

Career Services Office

Application Instructions

Please email cover letter and resume to Nellie Coleman at colemanm@up.edu for consideration. Deadline to apply is Friday, April 17th.

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