



**The City University of New York
Federal Work Study X-SITE Job Description
Academic Year 2020-2021**

Company Name	Telephone No.:
Company Address	Location Address:
Date Submitted	Location Supervisor:
Additional Location Supervisor's Name and Email	Location Supervisor Email

****Submit separate forms for each job description**

Job Title: _____

Number of Positions Available: _____

Job Description: (Please attach job description if necessary):

Please indicate if any special skills are necessary for this position:

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Hours of Work Available per week (no more than 25 hours per week):

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Work is available during the following days and hours:

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Print Supervisor Name

Supervisor Signature



Date

Central Office Use Only

CunyFirst Job Codes: 999 812

CunyFirst Company/Vendor Codes: 0000000 638

Pay Rate: \$17.00

*****All positions begin on or after the first day of classes. All positions terminate on the last day of finals. The FWS coordinator will provide you with the applicable dates.***

Marketing Intern job descriptio

Marketing Intern responsibilities include:

- Collecting quantitative and qualitative data from marketing campaigns
- Performing market analysis and research on competition
- Social media posts, metrics and campaign execution
- Supporting the CEO and sales team in daily administrative tasks
- linkedin Navigator sales lead capture

Job brief

We are looking for an enthusiastic marketing intern to join our marketing department and provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing marketing strategies.

As a marketing intern, you will collaborate with our marketing and advertising team in all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our marketing channels.

This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast paced work environment.

Responsibilities

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)

- Prepare promotional presentations
- Help distribute marketing materials
- Manage and update company database and customer relationship management systems (CRM)
- Help organize marketing events

Requirements

- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Familiarity with marketing computer software and online applications (e.g. CRM tools, Online analytics and Google Adwords)
- Passion for the marketing industry and its best practices
- Current enrollment in a related BS or Masters degree