**Marketing & Communications Intern (CPI)**

**Description:** The Marketing & Communications CPI will help the Career Center communicate better with students and employers regarding events and services. This position will create fliers using programs such as Adobe Acrobat and CANVA and may be required to communicate with students and employers. Excellent written communication skills, familiarization with MS Word, Adobe acrobat and social media platforms such as Facebook and Instagram is required. This position will work between 8 - 20 hours a week and is flexible around your schedule.

**Duties:**

·  Create fliers and social media posts in accordance with University branding guidelines in order to inform students about Career Center events, services and job opportunities.

·  Create pamphlets and other material to help employers utilize Handshake, our job search platform.

·  Reach out to employers to encourage them to post jobs on Handshake.

·  Work directly with the Career Center’s Job Location and Development Coordinator and other Career Center personnel on projects and assignments.

**Must be a full time student.**