

JOB DESCRIPTION TEMPLATE

Select a descriptive job title, as students often search postings by keyword and title.

Job Title: Marketing and Communications Intern

Organization Name: Student Services Center

Internships can be for a full term, multiple terms, or part of one term.

Term(s): Fall, J-Term, Spring, and Summer

Location(s): Student Services Center (S-029), NYUAD Saadiyat Island Campus, Abu Dhabi, UAE

Description: The Student Services Center encompasses the following offices: Career Development Center, Global Education, Office of the Registrar, and Student Financial Services. Last year the Student Services Center engaged with over 500 students, serving as a hub for student activities, professional development, and academic enrichment.

Include a brief description of your organization, as well as responsibilities of the intern specifically.

This position will provide interns with the opportunity to develop a range of highly sought after customer service, graphic design, marketing strategy and stakeholder assessment skills.

Primary responsibilities include:

- Conducting a needs assessment regarding marketing and communication priorities for the various departments
- Benchmarking with other similar institutions to learn what communications campaigns have been most successful
- Creating marketing collateral to promote services, workshops/special events
- Assisting full-time staff with preparation and coordination of meetings and special events
- Develop branding guideline for the office consistent with university branding guidelines
- Create a sustainable system for tracking and executing design requests and communication needs

Desired Class Level: First year (freshman)

Posting Date: 20 September 20XX

Expiration Date: 15 October 20XX

For best results, post positions for 2 to 6 weeks.

Up to 10 hours per week (to be negotiated upon appointment)

Qualifications:

Skill requirements:

- Works well both independently and in a group
- Possesses strong communication, interpersonal, and time management skills
- Attentive to detail, well-organized, and able to multi-task
- Knowledge of Google Apps and Adobe Creative Suite

Contact: Staff member, position title
 Phone and email address

Application Materials: CV and Cover Letter required

During the academic year, first year students can work up to 10 hours per week, second year students, up to 15 hours per week, and junior and senior students can work up to 20 hours per week. Students are available full time in the summers.