

SAMPLE JOB DESCRIPTION

Company: Creighton University
Job Title: Marketing Intern
Wage/Salary: \$10.00/hr
Days/Hours: Monday-Friday, flexible hours (10-15 hours per week)
Location: Omaha, NE USA
Openings: 1
How to Apply: E-mail resume and cover letter
Start Date: April 1st, 200X
When to Apply: By March 1st, 200X

Company Desc.: The Career Center is committed to assisting all students and alumni in clarifying, developing and implementing career goals that reflect their unique role in the world of work and their commitment to a life of service to others.

Job Description: Prepare employer registration letters, posters, flyers, and other marketing material for the Creighton Career Fair.

Assist with the distribution of career information on campus. Answer questions from prospective employers and students interested in career events on campus.

Work under the supervision of the Associate Director and Career Development Coordinator.

Qualifications: Sophomore or Junior standing, 3.0 GPA
Knowledge of MS Excel, Word, and PowerPoint
Strong attention to detail and excellent customer service skills

Contact: Jeremy Fisher
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