This document outlines a detailed brief of the internship position as well as the job description
POSITION DESCRIPTION

Position Title: Marketing Intern
Supervisor: Fran Hannan
Unit/Department: Enterprise & Engagement Unit (EEU)
Faculty: Built Environment (FBE)

Overall purpose of the job

The role of the marketing intern is to assist the EEU in the development and implementation of marketing and recruitment activities through the Units outreach programs, and to increase awareness of and participation within the Faculty of the Built Environment.

Position Description:

- Assist with marketing the FBE by supporting a variety of marketing projects (in particular Student Recruitment and Sustainable Living Challenge)
- Assist with producing educational training kits and tools
- Assist with the delivery of the internal communications plan
- Assist with writing, editing and proofing marketing materials
- Assist in web content creation
- Other marketing and administrative tasks as required
- Attend events and/or presentations as required

Experience:

- Proficiency in computer skills, including Microsoft Office
- Well developed verbal and written communication skills
- Outstanding time management, organizational and follow-up skills
- Self starter with the ability to multi-task

Reporting

The position will report primarily to the Manager of the EEU.

Hours

It is expected that the applicant will work 1 day a week (9.00 – 4.00pm) for a period of six months.
Applications

All applications should be addressed to:

Fran Hannan
Manager, EEU
Faculty of the Built Environment
E: franh@fbe.unsw.edu.au
P: 9385 5593

All applications should be in by COB 24 April 2009. The position will commence 4 May 2009.

Please CC Tania Bucic on all application submissions: t.bucic@unsw.edu.au