

UEIjobs

Sample Job Description Library

UEI's job description library is to be used as a sample guide for posting student friendly jobs.

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Job Title: Social Media Intern/Student Assistant

Job Description Summary: Fast paced company looking for an intern with strong knowledge and understanding of the digital media landscape, including various social media websites. Company is currently redesigning our website, and will soon launch a social media campaign. The intern hired for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team who are very excited to share this exciting launch with an intern hoping to gain a ton of great online experience.

Majors/Fields of Study: Business Administration, Marketing, Communication Studies or Digital Media. (State Agencies should refer to the original contract for majors that will be accepted in job postings.)

Minimum Qualifications:

- Must be majoring in Business Administration, Marketing, Communication Studies or Digital Media.
- Must have experience on the web with a solid understanding of youth markets.
- Demonstrated experience with Social Media (Facebook, LinkedIn, Twitter and more).
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines.

Preferred Qualifications:

- 3+ years experience working with Social Media.
- Web design experience.

Duties & Responsibilities:

- Contribute to website redesign projects in various ways.
- Monitor and post on blogs, forums, and social networks.
- Online outreach and promotion using Facebook, LinkedIn, Twitter and more.
- Website and social media optimization.
- Keyword analysis.
- Cost/benefit analysis.
- Other duties as assigned.

Supplemental Questions:

- Do you have experience on the Web and a solid understanding of youth markets? (closed ended question)
- Please describe your experience on the Web and your understanding of youth markets. (open ended question)
- Do you have experience with Social Media, Facebook, LinkedIn, Twitter and others? (close ended question)
- Please describe your experience with Social Media, Facebook, LinkedIn, Twitter and others. (open ended question)

Job Title: Marketing/Sales/Advertising Intern/Student Assistant

Job Description Summary:

Company is looking for a qualified intern to join their marketing/advertising team. Their marketing department produces quality work for major companies in the Sacramento area. We are seeking a qualified intern who can participate in various stages of print and online marketing campaigns.

Majors/Fields of Study: Marketing, Advertising, Communication Studies.

(State Agencies should refer to the original contract for majors that will be accepted in job postings.)

Minimum Qualifications:

- Must be majoring in Marketing, Advertising or Communication Studies.
- Must have excellent verbal and written communication skills.
- Extensive knowledge of Web and social media.
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines.

Preferred Qualifications:

- PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for the position.

Duties & Responsibilities:

- Assist in the creation of signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.
- Assist in the distribution or delivery of marketing materials.
- Assist with fulfillment of marketing offers.
- Assist with execution of trade shows.
- Assist with the preparation and delivery of training materials.
- Perform analysis of marketing and sales data.
- Seek and analyze competitor marketing and sales materials both on and offline.
- Prepare presentations.
- Open and sort mail.
- Enter contact information into contact management systems.
- Provide support to social media efforts.
- Maintain tracking report of public relations activity.

Supplemental Questions:

- Do you have experience on the Web and with Social Media (Facebook, LinkedIn and Twitter)? (closed ended question)
- Please describe your extensive knowledge of Web and Social Media. (open ended question)
- Do you have experience with PowerPoint, Word and Excel? (not required to be considered) (close ended question)
- Please describe your level of experience with PowerPoint, Word and Excel, if applicable. (open ended question)

Job Title: Finance or Accounting Intern/Student Assistant

Job Description Summary: Company is looking for a Finance/Accounting intern. The student filling this position will handle a wide range of important duties.

Majors/Fields of Study: Business, Finance, Economics or Accounting.
(State Agencies should refer to the original contract for majors that will be accepted in job postings.)

Minimum Qualifications:

- Must be majoring in Business, Finance, Economics or Accounting.
- Must be proficient in Microsoft Office applications.
- Detail oriented with the ability to multi-task.
- Excellent communication skills.
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines.

Preferred Qualifications: None

Duties & Responsibilities:

- Assist with month-end financial reports.
- Post journal entries.
- Help with accounts receivable, payable and bank statement reconciliation.
- Assist with audits.
- Balance sheet reconciliation.
- Work with the finance team on yearly forecasting efforts.
- Manage the monthly tracking of our physical inventory.
- Support the payment processing team.
- Data entry.
- Credit checks.
- Other duties as assigned.

Supplemental Questions:

- Are you a college student attending classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and enrolled in at least 6 semester or 9 quarter units as an undergraduate or 4 semester or 6 quarter units as a graduate student? (close ended question)
- Is your major one of the following — Business, Finance, Economics or Accounting? (close ended question)

Job Title: Public Relations Intern/Student Assistant

Job Description Summary: A small public relations firm handling busy clients is looking for an intern interested in learning all aspects of the public relations field. The intern who fills this position should expect to learn the field from top to bottom, and will graduate from this program ready to enter any fast-paced public relations firm with excellent skills. It is essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

Majors/Fields of Study: Business Administration, Marketing, Communications or Journalism.
(State Agencies should refer to the original contract for majors that will be accepted in job postings.)

Minimum Qualifications:

- Must be majoring in Business Administration, Communication Studies, Marketing or Journalism.
- Must have strong communication skills.
- Must have strong writing skills, as well as a solid understanding of social media.
- Must be proficient with Microsoft Excel and other Microsoft Office applications.
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines.

Preferred Qualifications: None

Duties & Responsibilities:

- Monitor all forms of media.
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events.
- Write press releases and other materials.
- Screen phone calls.
- Assist with mailings, print production.
- Create interview preparation materials.
- Compile contact lists.
- Search for press clippings.
- Create or update databases.
- Greet guests and clients.
- Other duties as required.

Supplemental Questions:

- Are you a college student attending classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and enrolled in at least 6 semester or 9 quarter units as an undergraduate or 4 semester or 6 quarter units as a graduate student? (close ended question)
- Is your major one of the following — Business Administration, Communication Studies, Marketing or Journalism? (close ended question)
- Please explain your experience with Social Media? (open ended question)

Job Title: IT Support Technician Intern /Student Assistant

Job Description Summary: Company is looking for an intern with experience in software design, coding and debugging. This knowledge is essential for all applicants. Experience gained in the classroom and through personal application will be accepted.

Majors/Fields of Study: Computer Science & Engineering, Computer Information Systems, Engineering or Mathematics.

(State Agencies should refer to the original contract for majors that will be accepted in job postings.)

Minimum Qualifications:

- Must be majoring in Computer Science & Engineering, Computer Information Systems, Engineering or Mathematics.
- Excellent analytical and math skills.
- Ability to work in teams.
- Must have experience in software design and coding/debugging.
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines.

Preferred Qualifications:

- Java Programming skills.
- Advanced Excel skills.
- SQL Database Experience.

Duties & Responsibilities:

- Documentation and testing new software applications.
- Assessment of new application ideas.
- Research competitor offerings.
- Develop applications (coding, programming).
- Interview beta testers.
- Other duties as assigned.

Supplemental Questions:

- Are you a college student attending classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and enrolled in at least 6 semester or 9 quarter units as an undergraduate or 4 semester or 6 quarter units as a graduate student?
- Please rate your Microsoft Excel skill level
 1. Beginner
 2. Intermediate
 3. Advanced
- Do you have experience in software design and coding/debugging?
- Do you have any experience with Java Programming? (Not required to be considered for the position).
- Do you have any experience with SQL? (Not required to be considered for the position).

Job Title: Graphic Design Intern / Student Assistant

Job Description Summary: The position is responsible for layout and design of print and non-print publications in a variety of media and of the highest technical and creative quality.

Majors/Fields of Study: Graphic Design.

(State Agencies should refer to the original contract for majors that will be accepted in job postings.)

Minimum Qualifications:

- Graduate student or upper division student with a major area of study and experience in graphic design.
- Must have graphic design experience and be familiar with Adobe Creative Suite on a PC platform.
- Strong research abilities.
- Excellent verbal and written communication skills.
- Good working knowledge of MS office and Adobe Create Suite, especially Illustrator and InDesign – software on the PC platform is needed.
- Prodigious design and artistic skills.
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines.

Preferred Qualifications: None

Duties & Responsibilities:

- Image research and management.
- Layout design for drafting print and web publications.
- Developing website materials and program materials.
- Other duties as assigned.

Supplemental Questions:

- Are you a college student attending classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and enrolled in at least 6 semester or 9 quarter units as an undergraduate or 4 semester or 6 quarter units as a graduate student?
- Do you have graphic design experience?
- Are you familiar with Adobe Creative Suite on a PC platform?
- Do you have good working knowledge of MS office and Adobe Create Suite, especially Illustrator and InDesign – software on the PC platform?

Job Title: Web Intern / Student Assistant

Job Description Summary: Company is looking for an intern with experience in website development. This knowledge is essential for all applicants.

Majors/Fields of Study: Computer Science & Engineering or Computer Information Systems.
(State Agencies should refer to the original contract for majors that will be accepted in job postings.)

Minimum Qualifications:

- Must be majoring in Computer Science & Engineering or Computer Information Systems.
- Demonstrated proficiency in html, css, javascript, web development, uploading web content, creating hyperlinks, and modifying existing web content.
- Ability to communicate effectively orally and in writing.
- Willingness to learn new information technology and business process methods
- Dependable, punctual, team player.
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines.

Preferred Qualifications:

- Working knowledge of Linux, PHP, MySQL, BBedit, .NET, Python, Adobe Acrobat, Adobe Creative Suite.
- Microsoft Word/PowerPoint, and experience with both Mac's and PCs.

Duties & Responsibilities:

- Building and assisting in the build of, webpage structure.
- Developing, and assisting in the development of web content using common programming languages, such as HTML.
- Supporting various project teams with technical expertise, advice, training and supporting documentation.
- Designing and editing training materials on developed web content.
- Assisting with edits and clean-up of digital materials.
- Other duties as assigned.

Supplemental Questions:

- Is your major one of the following— Computer Science & Engineering or Computer Information Systems?
- Are you proficient in html, css, javascript, web development, uploading web content, creating hyperlinks, and modifying existing web content?
- Do you possess working knowledge of Linux, PHP, MySQL, BBedit, .NET, Python, Adobe Acrobat or Adobe Creative Suite? (Not required to be considered for the position).
- Describe your skill level with Microsoft Word/PowerPoint?
- Do you have experience with both Mac's and PCs? (Not required to be considered for the position).

Job Title: Research Writer Intern/Student Assistant

Job Description Summary: Research areas include the history of park properties, area cultural and natural history, natural resources, and recreational opportunities in the parks.

Majors/Fields of Study: Communication Studies, English, Government, History, Journalism, Recreation, Park and Tourism Administration. (State Agencies should refer to the original contract for majors that will be accepted in job postings.)

Minimum Qualifications:

- Must be majoring in one of the following: Communication Studies, English, Government, History, Journalism, Recreation, Park and Tourism Administration.
- Impeccable written and verbal communications skills.
- Skilled usage of MS Word and Adobe Creative Suite software on a PC platform is desired.
- Prodigious research skills.
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines.

Preferred Qualifications: Prefer English majors. Graduate students or upper-division students majoring in English or Communication Studies are encouraged to apply.

Duties & Responsibilities:

- Library and departmental research.
- Fact verification.
- Drafting 1,000 – 1,500 word writing projects as needed.
- Other duties as assigned.

Supplemental Questions:

- Are you a college student attending classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and enrolled in at least 6 semester or 9 quarter units as an undergraduate or 4 semester or 6 quarter units as a graduate student?
- Is your major/field of study one of the following—Communication Studies, English, Government, History, Journalism or Recreation, Park and Tourism Administration?

Job Title: Communications Intern / Student Assistants

Job Description Summary: The Communications Intern/Student Assistant will take responsibility for providing administrative and coordination assistance for projects in the Communications Department. The candidate should have excellent written communication skills and a sense of what is “newsworthy,” a solid understanding of social media as well as the ability to manage multiple projects at the same time.

Majors/Fields of Study: Communication Studies.

(State Agencies should refer to the original contract for majors that will be accepted in job postings.)

Minimum Qualifications:

- Must be majoring in Communication Studies.
- Excellent written and verbal communication skills.
- Excellent knowledge of Microsoft Office products (Word, Excel, PowerPoint, Outlook), preferably Office 2007 and/or 2010.
- Working knowledge of Internet browsers and the ability to use the Internet to do research.
- Strong organizational skills.
- Communicate and work well with others in a professional office environment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work effectively with minimum supervision; initiative is fundamental.
- Ability to work independently and to take initiative to accomplish assigned tasks accurately and by established deadlines.

Preferred Qualifications:

- Editing/proofing experience a plus.
- Previous experience and competency with Intranet and electronic content management systems a plus.
- Experience using both Windows and Macintosh operating systems desired.

Duties & Responsibilities:

- Content Development & Industry Website Coordination: Industry website content management via ECM; manage industry events information; curate content for various sections of industry website, especially industry news clippings; source and resize photos; help manage online industry newsletter.
- Industry Relations and Corporate Communications: Assist with industry relations and corporate communications projects including speaking presentations (using PowerPoint), industry newsletters, photo collection from staff, writing executive correspondence and staff bios, etc. Provide administrative support for various publications, including minor editing. Requirement include research skills and keeping abreast of all communication newsletters, e-blasts, program milestones etc.
- Content Development for Industry Social Media: Research and draft posts for industry-facing social media channels (primarily Twitter and Facebook).
- Other Duties as Assigned: Assist with other special projects and tasks as assigned by Communications Manager.
- Intern agrees to perform all such services in a positive and productive manner, to complete all assignments according to schedules established by the Communications Manager, and to deliver all tangible work products in the form and according to the specifications set forth in the written request for services established by the organization.

Supplemental Questions:

- Are you a Communications Studies major?

- Please rate your skill level with Microsoft Office products (Word, Excel, PowerPoint, Outlook), preferably Office 2007 and/or 2010.
 1. Beginner
 2. Intermediate
 3. Advanced
- Do you have prior experience with Intranet and electronic content management systems? (Not required to be considered for the position).
- Do you have experience either editing or proofing documents or both? (Not required to be considered for the position).
- Do you have experience using both Windows and Macintosh operating systems? (Not required to be considered for the position).