



**Job Title:** Marketing Intern

**Department:** Residence Life and Housing

**Reports to:** Assistant Director of Operations

**Compensation:** \$11/hour

### **Summary**

The Marketing Intern will assist the Assistant Director of Operations in capturing content at department programs and special events. This position requires effective communication skills, the ability to work independently and as part of a team, and a professional demeanor when representing Residence Life and Housing. Video and photo editing skills are preferred, but not required. Staff members may use their own equipment, but it is not required.

**Work Schedule:** Flexible schedule up to 4 hours per week. Must be available some evenings to attend programs and special events.

**Work Location:** Position duties and responsibilities are performed on-site and in person within Wake Forest's residential communities.

### **Acquired Knowledge, Skills & Experience:**

At the conclusion of this position, a Residence Life and Housing Marketing Intern should demonstrate the following competencies:

- Technology - Ability to use technology and equipment to support marketing team goals
- Communication - Proactive written and verbal communication with marketing team on projects and assignments
- Professionalism - Ability to visually represent Residence Life and Housing and adhere to deadlines and brand guidelines

### **Essential Functions:**

- Capture and edit quality photo and/or video assets for use in Residence Life and Housing marketing
- Positively represent Residence Life and Housing and Wake Forest University

- Attend meetings and required trainings
- Coordinate scheduling with professional staff
- Able to respond to emails in a timely manner
- Able to complete assigned tasks on deadline

### Required Qualifications

- To qualify for the position, an individual must be enrolled at Wake Forest University as an undergraduate student and meet the following eligibility requirements and qualifications:
  - **Academic Standing:** Must have a GPA at or above the required minimum as outlined by the [Office of Academic Advising's Probation and Suspension policy](#).
  - **University Disciplinary Charges or Sanctions:** Students must be in good standing with the University at the time of application and acceptance of the position and throughout their tenure in the position, including no pending or currently in effect disciplinary sanctions.
  - **Terms and Conditions of Employment:** Read, understand, and agree to the position's terms and conditions of employment before beginning employment.
- Due to the nature of this position, possible lifting and physical activity may sometimes be required.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by the employee's supervisor. Wake Forest seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply. Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.