



**Position:** Marketing and Promotions Intern

**Employer:** Creighton University

**Department:** Athletic Marketing

**Hours:** 30-40+ hours per week

### **Job Description**

Assist in the planning of marketing plans and assist staff during special events. During normal business hours the intern will work on event preparation, designing print promotional items, creating video promotional items, preparing marketing materials, increasing Bluejay Buddies membership (Creighton's Kids Club) and organizing game duties. Intern will directly work with the Assistant Director of Marketing.

### **Minimum Qualifications**

Bachelor's degree or actively working towards a Bachelor's degree. Ability to work in a fast-paced environment and manage multiple projects effectively with strict deadlines. Excellent written and verbal skills. Detail oriented.

### **Preferred Qualifications**

Prior experience in intercollegiate or professional athletic marketing. Understanding of Adobe products (Photoshop, InDesign, Illustrator, After Effects) and Final Cut Pro.

### **Compensation and Time Commitment**

This is an unpaid internship. Internship can be used towards class credit. The selected applicant is welcome to maintain other paid positions, so long as such other positions do not interfere with this internship. Applicant is encouraged to attend the majority of special events and work 20-30 hours of office work during the week. Some events are held during weekend hours and holidays. Creighton athletics suggest a commitment from June 1, 2015 through July 31, 2015. A longer assigned work period will be based upon performance and discussion between applicant and supervisor.

### **If Interested**

Please email cover letter and resume to Tracy Whitfield at [TracyWhitfield@creighton.edu](mailto:TracyWhitfield@creighton.edu). Screening will begin immediately until positions are filled.