

**Sales & Marketing Internship:**

10 hours per week / \$10 per hour

**Responsibilities**

- Assist in the creation and implementation of promotions
- Direct sales and relationship building with UAB students, faculty, and staff
- Assist in the distribution of marketing materials
- Assist in analyzing data and competition
- Prepare and give presentations
- Content management
- Maintain tracking of programs and promotions
- Contact management
- Organize and promote events
- Administrative tasks
- Photography

**Requirements**

- Strong desire to learn along with professional drive
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Passion for the marketing industries and its best practices
- Current enrollment in a related Bachelors or Masters degree program

**Digital Media Internship:**

20 hours per week / \$10 per hour

**Responsibilities**

- Assist in the creation of content strategy aligned with short-term and long-term marketing targets
- Collaborate with marketing and design teams to plan and develop site content, style, and layout
- Edit, proofread, and improve posts
- Create and publish engaging content including website, social media, and more
- Ensure compliance with the law (e.g. copyright, data protection, ADA)
- Stay up-to-date with training
- Write guides for low-level users
- Assist with social media posts and marketing
- Photography
- Quality control with various platforms including Tapingo, Bite, website, and social media

**Requirements**

- Familiarity with social media
- Excellent verbal and written communication skills
- Attention to detail
- Good organizational and time-management skills
- Excellent knowledge of MS Office
- Passion for the marketing industries and its best practices
- Current enrollment in a related Bachelors or Masters degree program