

Purchase College, Career Development Center Marketing Internship: Design

The intern will utilize graphic design/creative skills to promote the Career Center to Purchase students and to market events, resources, and services. The intern will work with the team (professional staff and interns) to contribute to marketing and promotion.

- Create promotional materials and graphics for the web, social media, and print for events, programs, and services.
- Create graphics/materials to be used for the Career Center brand.
- Assist the Center staff as needed with creative projects.
- Assist with face-to-face marketing at tables, programs, and events when needed.

Training will be provided on all resources that are utilized by the Career Center. The intern will also receive training regarding the role and mission of the Center and the services provided to students, alumni and employers. The intern will work along with the team and receive supervision throughout the internship.

The intern is expected to learn how to market and promote, engage with a community and gain an understanding of resources that can be used to enhance career development.

The intern should have:

- Knowledge of design software (Photoshop, InDesign, Illustrator, etc.)
- Creative marketing abilities and an understanding of the Purchase student community
- Strong written and verbal communication skills.

Duration/Hours:

- One semester (non-paid credit bearing internship)
- Internship hours can be in-person, hybrid, or remote.
- Can be completed for 2, 3 or 4 credits
 - 2 credits = 5 hours per week, 3 credits = 7.5 hours per week, 4 credit = 10 hours per week)

How to Apply:

Please send your resume and cover letter to:

Jessica Mazzia

Associate Director, Career Development Center

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