Information Needed to Recruit Interns

Organization**: R Marketing Dept**

Address:

**1266 Legend Hills Dr. Ste B3**

**Clearfield, UT 84015**

Contact Person Info (name, email and/or phone) and How to Apply:

Name: Suzanne Millard

Email: Suzanne@rmarketingdept.com

Phone: 801.784.7600

How to apply: Email resume over to Suzanne

Internship Responsibilities/Duties:

**\***Assist all departments but especially Social Media Department in getting posts created by designers scheduled to be run. **\***Help in some designs of posts/videos/reels **\***Help keep office moving and getting tasks done **\***Self motivated but if you have nothing directly to work on you will ask what you can do and how you can help **\***Bring fun and creative ideas to the table for clients **\***Work as a team to get projects done **\***Work on updating lists and contacts

Skills / Knowledge Needed for Internship:

● Think outside the box

● Team Player

● Self Motivated

● Quick at training and tech savvy

● Can laugh and have fun but work at the same time

● Marketing Classes/Experience helpful

● Video and Social Media Experience

Projects To Be Completed (Internship Portfolio possibilities):

Design Work, Social Media work, Creative Brainstorming, Event planning

Location(s) for Internship Work (e.g., some work done at home?):

1266 Legend Hills Dr. Ste B3

Clearfield, UT 84015

Days/Times Intern Needed–How Flexible:

M-F will work with school schedule but need as close to 9-5 as possible.

Paragraph Summarizing Information to Email to Students:

R Marketing Dept has an opening for an intern. We have two fulltime employees who started as interns from Weber State and now head up our Social Media department and the other is our Office Manager. We have loved working with Weber State in filling these needs. If you are interested please send your resume over to [suzanne@rmarketingdept.com](mailto:suzanne@rmarketingdept.com) to set up your interview for the position!!

Pay Rate/Stipend: **DEPENDS ON EXPERIENCE**

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