



Nueta Hidatsa Sahnish College

Intern Job Posting

Position: Marketing Department Intern

Classification: Part Time - Up to 90 Hours

Department: Presidents Office/ Career Services

Accountable to: Internship Coordinator, Marketing Department Supervisor, and Internship Faculty

Location: New Town, ND NHSC Main Campus

Pay: NHSC Paid Intern wage &15.00/Hr.

FLSA Status: Non-Exempt

Closing Date: Until filled

Nueta Hidatsa Sahnish College Internship opportunities are dedicated to providing students with valuable work ready experience opportunities.

Qualifications:

- Student must have a 2.5 GPA
- Must have completed a minimum of 24 credit hours
- Must have basic knowledge of Adobe Photoshop CC
- Must be reliable and dedicated to completing tasks in a timely manner
- Must be attentive to detail

Summary of Work:

- Job entails preparing information to be broadcast on behalf of Nueta Hidatsa Sahnish College.
- Works with KMHA on occasion to update radio advertisements.
- Updates, creates and submits newspaper advertisements: For events, important dates and deadlines, academic calendars, etc.



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- Attending NHSC sponsored events to take photos for marketing purposes.
- Visiting classes in session to take photos of instructors and students.
- Inviting advertising outlets to join NHSC events for news coverage
- Assisting with the set up and management of summer recruitment booths

Areas of Accountability and Performance

- Adheres to written policies and procedures to comply with all NHSC internship regulations.
- All information is to be reviewed by Student Services for accuracy before any submission is made to an NHSC Marketing Vendor.
- All written material must be reviewed and approved by the NHSC Writing Center prior to submission.