

Digital Dirt Internship

Career Services

To Apply:

Students must submit a resume and letter of interest/cover letter to Cindy Jackson at: careerservices@oswego.edu by Monday, February 20, 2017 at 4pm for consideration.

Qualified applicants will be contacted for an interview.

You are encouraged to use the Resource Center in 145 Marano Center for help with your resume Monday-Friday, 10-4:30pm!

Prerequisites:

- Cumulative 2.5 GPA or above
- Must be willing to commit for the full 2016-2017 academic year
- Must possess a positive and outgoing attitude
- Note: Any major considered, but students in the School of Business must be junior standing in order to receive academic credit for an internship

Hours:

- Approximately 10 hours per week, divided up between office hours, appointments, presentations, and events.

Details:

- Interns will need to secure a faculty sponsor and complete a learning agreement by Sept. 1
- Interns must enroll in academic credit through GST 498 or equivalent departmental course
- Upon successful completion, interns will earn 3 upper division credits each semester

Responsibilities:

- Develop and conduct presentations to classes, student clubs/organizations, and community partners
- Handle 1:1 student appointment schedule
- Create and distribute promotional materials – online and offline
- Staff information tables at major Career Services events and programs
- Coordinate LinkedIn Photo Booth

Required Skills:

- Ability to work effectively in a team as well as individually
- Ability to build a rapport with students in a one-on-one setting
- Ability to provide constructive feedback and suggestions to peers
- Ability to articulate in a clear manner to students, alumni, and staff
- Ability to learn in a hands on environment
- Ability to learn or improve public speaking, event management skills

Training:

Once hired, interns will connect with a current Digital Dirt Specialist at the end of the spring semester for a realistic preview of what to expect. Additionally, Specialists will attend weekly staff meetings with supervisor.

DIGITALDIRTSQUAD

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WHAT WILL
EMPLOYERS
DIG UP
ABOUT YOU
ONLINE?



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AT THE COMPASS