

# 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](mailto:careerservices@oswego.edu) by Thursday, March 1, 2018 at 4pm for consideration. Please include your LinkedIn url on your resume.

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! No appointment needed!

## PREREQUISITES:

- Cumulative 2.5 GPA or above
- Must be willing to commit for the full 2018-2019 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 Studio

## 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

**DIGITALDIRTSQUAD**

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WHAT WILL  
EMPLOYERS  
DIG UP  
ABOUT YOU  
ONLINE?



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AT THE COMPASS