**Position Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annually</td>
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</tr>
<tr>
<td>Recurring Job:</td>
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</tr>
<tr>
<td>Desired Start Date:</td>
<td>August 25, 2015</td>
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<tr>
<td>Job Function:</td>
<td>Other</td>
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<td>Industry:</td>
<td>Other</td>
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<td>ID:</td>
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<tr>
<td>Position Type:</td>
<td>Work Study (students must qualify for Federal Work Study Award)</td>
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<tr>
<td>Title:</td>
<td>Content Marketing Intern</td>
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</tbody>
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**Job Description:**
The mission of University Career Services (herein UCS) is to foster career development that educates, inspires confidence, and empowers students to launch professionally, fulfilling lives. This position will serve on the Marketing and Communications Team.

The content marketing position is responsible for managing blog and news content for University Career Services (UCS). The Content Marketing Intern will be a conceptual thinker who enjoys working in a fast-paced environment on a diverse group of projects. This job provides an excellent opportunity for students to get transferable experience with developing marketing/communication strategies, project management, and customer service.

**DUTIES**
- Develop and maintain an editorial calendar, including coordinating student and professional staff to assist in writing/developing content.
- Write and collect engaging content including news and blog posts that reinforce the department brand identity.
- Edit submitted content to enhance readability, check spelling/grammar, and subject-matter accuracy.
- Post and schedule content on the website (Drupal).

The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

**How to Apply:**
Cover letters (addressed to Amy Jorgensen, Associate Director of Marketing and Communications, University Career Services) resumes, and writing samples will be accepted online via CAVLink through Friday, August 14, 2015. Top candidates will be contacted no later than Friday, August 21, 2015 in order to schedule on-site interviews.

**Resume Receipt:**
Accumulate Online, Other (enter below)
**Qualifications:**

***MUST QUALIFY FOR FEDERAL WORK STUDY TO BE PAID -
Please contact Student Financial Services at 434-982-6000 or
http://www.virginia.edu/financialaid/workstudy.php to inquire about
eligibility. (Volunteer options may be available to excellent candidates
who do not qualify for federal work study)***

Position is up to 10 hours per week; flexible with class schedule

- Strong writing and communication abilities
- Strong spelling and grammar skills
- Must be able to communicate and maintain professional relationships
effectively with team members and clients
- Fulfill scheduled tasks/projects in a timely manner by meeting tight
deadlines
- Maintain scheduled office hours and contribute up to 10 hours per
week
- Proficient in Macintosh and PC computers and software
- Profound attention to detail
- Must have creative problem solving abilities using logic and reasoning
to identify the strengths and weaknesses of alternative solutions,
conclusions or approaches to problems.
- Graphic Design experience a plus.

**Location:**

Nation Wide
No
City
Charlottesville
State/Province
Virginia
Country
United States

**Salary Level:**

Commensurate with the Federal Work Study Pay Plan

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NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.