

<b>Job Title:</b>	Marketing & HR Intern	<b>Reports to:</b>	Head of Corporate Development
<b>Department:</b>	Corporate Development	<b>Supervises:</b>	n/a
<b>Location:</b>	New London	<b>Exempt/Non-Exempt:</b>	Non-Exempt
<b>% Travel Required:</b>	n/a	<b>Full-time/Part-time:</b>	Part-time (appx 20 hrs/wk)
<b>Job Description</b>			
<p>As the Marketing &amp; HR Intern, you will work closely with the Head of Corporate Development to execute various initiatives that progress the company toward achieving company goals. If you enjoy a fast-paced work environment and thrive on being challenged, read on...</p> <p><b>Position Description:</b></p> <ul style="list-style-type: none"> <li>• <i>HR</i> <ul style="list-style-type: none"> <li>• Assist with onboarding of new employees</li> <li>• Scan/File active employee folders into electronic format</li> <li>• Support Administrative Assistant with coordination of employee events</li> <li>• Prepare HR related audits</li> <li>• Schedule and hold phone interviews with potential employees &amp; hiring managers</li> <li>• Assist in recruiting for support staff positions</li> <li>• Work with hiring managers to update Job Descriptions as needed</li> <li>• Help with the Apprenticeship Program</li> <li>• Assist in the creation of various forms</li> </ul> </li> <li>• <i>Marketing</i> <ul style="list-style-type: none"> <li>• Provide support to social media efforts (Facebook, LinkedIn and YouTube)</li> <li>• Coordinate various needs for tradeshow and other marketing events</li> <li>• Assist with updating Sales Solution Catalog (i.e. product sheets, and promotional materials, etc.)</li> <li>• Update website utilizing Wix platform</li> </ul> </li> <li>• <i>Other</i> <ul style="list-style-type: none"> <li>• Coordinate various meetings as requested</li> <li>• Track invoices utilizing budget tool</li> <li>• Assist with special projects as needed</li> </ul> </li> </ul> <p><b>Knowledge/Skills/Experience:</b></p> <ul style="list-style-type: none"> <li>• Currently enrolled in a HR or Marketing related degree</li> <li>• Understanding and follow-through of confidentiality</li> <li>• Strong organizational skills</li> <li>• Basic Knowledge of Microsoft Office</li> <li>• Attention to detail</li> <li>• Comfortable and acquainted with social media platforms (Facebook, LinkedIn, YouTube, etc.)</li> <li>• Excellent written and verbal communication</li> <li>• Ability to multitask</li> </ul>			

- Creative and enthusiastic attitude
- Critical thinking skills
- Basic knowledge of Adobe Create Suite preferred but not required

The job description above is only a characterization of the duties and not a full list. Other duties may be assigned by supervisor. I have read and understand the responsibilities & expectations of my role.

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Employee Signature

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Date

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Supervisor Signature

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Date