



## **JOB POSTING**

<b>Job Title:</b> Digital Marketing Intern	<b>Duration:</b> 2018 - 2019
<b>Status:</b> Non-Exempt / Hourly – 15 - 25 week	<b>Department:</b> Marketing
<b>Location:</b> Lincoln, NE	<b>Revision Date:</b> October 2018

### **Job Summary:**

Assist the VP of Marketing with research, tracking of content, updating and keeping it organized in a master repository. Assist with assigned tasks associated with digital strategy, messaging and re-vamping of a corporate website to include writing and organizing various researched content to include photos, articles, quotes and statistical information.

### **Duties and Responsibilities:**

- Research on-line business cases about specific projects
- Review / screen documents and/or videoed interviews with customers, suppliers or employees for accuracy and content.
- Appropriate review of photographs, graphics and other types of web media for inclusion
- Comparing and contrasting information and content best suited for the organization and/or project mission
- Other duties as assigned

### **Knowledge, Skills and Abilities:**

- Must have strong problem-solving skills and a desire to create solutions.
- Must be a self-starter / ability to take direction and work under limited supervision
- Ability to write correspondence that conform to prescribed style and format.
- Must have the ability to work in sensitive and confidential situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Effectively express information and opinion back to others in verbal and written format
- Must have above average MS Office skills / Skype

### **Education & Qualifications:**

- Currently Enrolled in College (Marketing / English / IT / Business) or other related discipline
- Must have strong writing & organizational skills
- Proficient internet searching / desire to research various assigned topics related to the business
- Ability to work 15 -25 hours a week consistently or with little interruptions

### **Physical Demand & Work Environment:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is required to sit for long periods of time at a computer and use hands to finger, handle, or feel. The employee is frequently required to stand, walk, reach with hands and arms; stoop, kneel or crouch; talk and hear.

- **Apply**

Email your resume to: [applymp@hexagonlincoln.com](mailto:applymp@hexagonlincoln.com) OR mail your resume to:

Hexagon Lincoln

Attn: Manager, Talent Acquisition

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