

Marymount Manhattan College students can provide you and your company with proficient writing skills, effective communication, and knowledge about the latest social media platforms with a Millennial Perspective. Internship candidates are eager to gain real world experience in their desired career field and are screened by Marymount to ensure they are ready to enter the professional world through participation in an internship. Our well-rounded Liberal Arts students have an advantage in that they spend a great deal of time with faculty, many of whom are working professionals in their field.

Hiring an intern allows you to work with the newest talent in your profession. It is also a great way to save on time and money for recruiting as internships often become full-time positions.

### **When do internships take place?**

Normally internships run from August-December (Fall); January session (Winter); February-May (Spring); May-August (Summer).

### **What days do interns work and how many hours?**

Students can work as needed and in accordance with their schedules and yours. Normally the employer and the student discuss schedules and choose the number of hours (the average is 10 to 15 hours a week) and the best days for both the employer and the student.

### **As an Employer, what do I do?**

This is a great time to work with an up and coming professional in your field. They receive professional guidance and the intern is “value added” for the company/organization. You are a “mentor” to the students, help them learn new skills and give them the opportunity to apply what they’ve learned in the classroom to the real world. If your student is doing their internship for course credit (fulfilling a requirement for their degree) then you will also have a brief survey to fill out after the internship has concluded.

### **Are all interns paid?**

Not all interns are paid. However, employers have offered interns stipends and other monetary compensation for their time.

### **What if I have issues with my intern?**

If any problems arise with your interns’ performance you can contact the Marymount Manhattan College Career Services for assistance, or if it is a for-credit internship, the faculty supervisor would be happy to help.

### **How do I post a position?**

This can be accessed here: <https://mmm-csm.symplicity.com/employers>. There are no limits on the number of positions you may post.

Following this link will allow you to register your company or organization. Once you register, you will be able to post open positions for students to view. After a member of our staff reviews the position to ensure it contains all necessary details, it will be posted.

\*\*Please see below for a sample internship position posting. This is a view of what students and alumni see when navigating MMC Career Connection

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## ★ Marketing and Brand Development

### Intern

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Posted: Sep 03, 2014

<b>DIVISION</b>	N/A	<b>WORK AUTHORIZATION</b>	None
<b>SALARY LEVEL</b>	n/a	<b>DESIRED START DATE</b>	September 8, 2014
<b>DURATION</b>	Fall Semester	<b>APPROXIMATE HOURS PER WEEK</b>	16 - 20 hrs
<b>TRAVEL PERCENTAGE</b>	< 10% Travel		

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**APPLICATION STATUS**

You do not have any resumes available to submit. Please upload your resumes and try again.

**IMPORTANT DATES**

**Posted On:**  
September 03, 2014

**Applications Accepted Until:**  
December 20, 2014

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**DESCRIPTION**

This area can be used to give the student an overview of your company/organization.



Employer Profile

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**Objective:**

Marketing Interns will be responsible for assisting the company in the development and implementation of its marketing strategies, business development, and public relations plans. All interns will report to the President/Marketing Director.

**Primary Responsibilities (including, but not limited to):**

- Execute social media, email marketing, and PR campaigns
- Collect and optimize marketing metrics
- Develop and implement an encompassing advertising plan for events, activities,

**LOCATION**

**City**

New York

**State/Province**

New York

**Country**

United States

**POSITION TYPE**

Internship/Externship

**DESIRED MAJOR(S)**

Business

**DESIRED CLASS LEVEL(S)**

Sophomore, Junior, Senior, Alumnus, Graduate Student

**JOB FUNCTION**

Communication, Management/Administration, Marketing/Sales, Arts/ Design/ Entertainment/ and Media, Sales and Marketing, Business Operations/ HR and Financial Services

**QUALIFICATIONS**

Qualifications:

- Ability to travel to our downtown Manhattan office
- Commitment to work 16-20 hours per week
- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have excellent interpersonal and follow-up skills
- Ability to handle multiple tasks and requests in a timely manner
- Entrepreneurial, self-starter mentality
- Proficiency in Microsoft Word, Excel, Google Tools, and various social media platforms required
- Must be current with technology, and digital media trends and developments
- Familiarity with mobile technology and devices such as iPhone, Android, iPad, etc
- Strong verbal and written communication skills required
- Ability to work independently, as well as a part of a team
- Must be 21 years old

**CONTACT INFORMATION**

Employer:

Name:

E-mail:

Website:



## **Suggestions:**

### **IN THE BEGINNING...**

- Welcome and introduce the intern to co-workers
- If the intern will be working with more than one supervisor, both supervisors should be aware of the work assigned by the other.
- Explain the office environment to the intern and describe the general office routine – hours, lunch breaks, dress, where things are located, etc.
- Provide an organization chart or listing with staff names and phone numbers.
- Review the scope of work and let the intern know what will be expected. If a long-term project is planned be clear about the expectation for the final project.
- Let the intern know about any department/staff meetings that he/she is expected to attend.

### **AS THINGS PROGRESS...**

- Schedule regular meetings with the intern to discuss his/her work; be prepared to give constructive feedback, both positive and negative. If you have heard things from other people in the organization about the intern's work that you think would be helpful, pass them along.
- Check on the progress of any long term projects to be sure that the intern is on schedule.

### **THE FINAL WEEKS...**

- Schedule a time for the intern to present his/her final project to a group of employees and staff (if applicable).
- If you have been impressed with the intern and think he/she has the potential to join your organization on a permanent basis, initiate discussions about that possibility. If you have been pleased with the intern but he/she is not available for permanent work or you do not have an opening, offer to write a letter of recommendation. Let the intern know that you are available as a resource during his/her job search if you are willing to make that commitment.

## **Questions?**

Contact:

Melissa Benca, Director [mbenca@mmm.edu](mailto:mbenca@mmm.edu)

Paul Maniaci, Internship/Career Counselor [pmaniaci@mmm.edu](mailto:pmaniaci@mmm.edu)

Matthew French, Career Counselor [mfrench@mmm.edu](mailto:mfrench@mmm.edu)