

Marketing Assistant Internship

Are you looking for the opportunity to gain experience in the sport and recreation industry? Have a quality internship experience? Work on tangible projects you can add to your professional portfolio?

University and Tertiary Sport New Zealand is seeking a person to fill the role of **Marketing Assistant Internship** as part of our 2021 marketing and events team. This internship can be filled from anywhere in the country and will offer work experience across a range of UTSNZ campaigns, events, and projects.

As part of this internship you will get hands on work experience in the areas of:

- Sourcing and writing content for a student-focussed e-newsletter.
- Coordinating a national events and marketing campaign to celebrate International Day of University Sport (IDUS).
- Developing promotional campaigns with a focus on competition and social connection through tertiary sport.
- Preparing for and delivering promotional and marketing activities in an event environment.
- Coordinating advertising that fits within live streaming broadcasts.

Is this role for you?

The Marketing Assistant Internship would suit a person who is studying marketing, public relations, or event management. We are looking for someone who:

- ✓ Has experience in using social media platforms and Microsoft Office in a business environment
- ✓ Has experience using social media platforms including Facebook, Instagram, and YouTube
- ✓ Is confident in communicating with a wide variety of people
- ✓ Prides themselves on their ability to prioritise and meet deadlines, and manage expectations of stakeholders
- ✓ Has excellent written, verbal and organisational skills
- ✓ Can contribute to a wider team working towards common goals
- ✓ Is enthusiastic and motivated
- ✓ Has the ability to work without supervision
- ✓ Is friendly, approachable and has a can-do attitude

Key information:

- Role is supervised and supported by the UTSNZ Marketing and Events Manager.
- Duration of the internship is from early 2021 to end of October 2021.
- This role requires approximately 4-6 hours per week for the duration of the internship with an increase around IDUS (20th September) and event delivery periods. Normal hours of work are flexible and arrangements will be made to accommodate study commitments, exams, work and holidays.
- A full induction to UTSNZ and on the job training is provided as well as access to our student volunteer programme, Team UTSNZ.

To apply: Send a cover letter, CV and relevant examples of previous work to: tiwai.wilson@utsnz.co.nz. Applications and interviews will be accepted and scheduled on a rolling basis until the position is filled.