



School of Communication & Media
402 Bartow Ave., Room 5116, MD 2207, Kennesaw, GA 30144
Tel: (770) 470-578-6298 Fax: (470) 578-9153

INTERNSHIP POSTING REQUEST FORM

To be completed by employers seeking interns.

CONTACT PERSON Courtney Rogers

TITLE Senior Account Manager

EMPLOYER mRELEVANCE, LLC

ADDRESS 50 Shotgun Road, Cartersville, GA 30121

PHONE 770-383-3360, ext. 22

FAX _____

E-MAIL Courtney@mRELEVANCE.com

POSITION Internship

TITLE Communications Intern SALARY \$10/hour

JOB DESCRIPTION (attach separate sheet if needed):

At mRELEVANCE, we are always looking for the best talent. We provide interns with the opportunity to obtain real world experience. We are happy to work with students to ensure their internship meets all of the requirements for college credit. Intern job responsibilities include: Gather Conduct interviews and gather information for blog posts and press releases, write blog posts, write press releases, post press releases to online news distribution sites, build media lists, track media placements, create social media content, write copy for websites, brochures, advertisements, etc. and assist with routine office work.

QUALIFICATIONS NEEDED

- Interns must be *juniors* or *seniors* in an undergraduate degree program studying public relations, journalism, communications or marketing
- Interns must have a cumulative GPA of at least 3.0
- Interns should be proficient in Microsoft Word and Excel
- Interns must be strong writers, organized, detail oriented and have the ability to work under deadlines
- Interns must work out of the Cartersville office in Bartow County
- Hours are flexible, but must be worked from 8 a.m. to 5 p.m., Monday through Friday

POSITION AVAILABLE (tick more than one if necessary):

ALL SEMESTERS

FALL (AUG-DEC)

SPRING (JAN-MAY)

SUMMER (JUNE-JULY)

HOURS PER WEEK DESIRED:

10-19

20-29

30-40

CANDIDATE'S ACTION:

WRITE LETTER OF APPLICATION

SEND RESUME

SEND WRITING SAMPLES

CALL FOR APPOINTMENT

OTHER

mRELEVANCE hereby affirms it is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, or age, and provided Equal Employment Opportunity to handicapped individuals, disabled veterans of the Vietnam era. It is also stated that we are honestly representing the positions described above.

NAME (SIGNATURE): *Courtney Rogers*

DATE: 4/17/2017

TITLE: Senior Account Manager

DATE POSTED BY PLACEMENT OFFICE _____

RETURN BY Email TO ATTN: Mr. Thomas Gray at tgray17@kennesaw.edu