



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 - **Tammy Stowers**

TITLE - **Owner**

EMPLOYER – **Tammy Stowers Realty**

ADDRESS – **2651 Dallas Hwy. Marietta**

PHONE - **678-873-3371**

E-MAIL – **tammy.stowers@kw.com**

POSITION – **PT Virtual Assistant**

SALARY **\$100 monthly**

JOB DESCRIPTION (attach separate sheet if needed):

I am seeking an organized and detail oriented Marketing / Administrative Assistant to handle Social Media and Email Marketing along with some admin tasks. The job includes; monthly flyers using email marketing and Social Media to build a client List and assist with some administrative activities.

***Non-Sales - This is a non-sales role assisting in recruiting and supporting sales professionals**

*** Completely Virtual-**

QUALIFICATIONS NEEDED

Excellent writing skills, Creativity, Uniqueness, Mailchimp/Constant Contact, Word, Blog Posting, Facebook and LinkedIn marketing.

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

Tammy Stowers Realty (NAME OF YOUR ORGANIZATION) 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): **Tammy Stowers**

DATE: **May 16, 2017**

TITLE: **Owner**

DATE POSTED BY PLACEMENT OFFICE _____

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