



Management Intern

Job Summary

Day-to-day intern support is the most important function to the success of the Internship program. While project mentorship is the responsibility of the Director of Marketing, scheduling, event support, and overall management of the intern team is the responsibility of the Intern Manager.

The role of the management intern is solely to train under the Intern Manager and prepare to transition into the role upon the Intern Manager's graduation. The management intern will shadow the intern manager to gain experience managing community events, scheduling, and all other related personnel issues. A successful candidate for either position must be comfortable giving direction to their peers, and hold each individual accountable when requirements of the position are not met.

Responsibilities

- Support and work in tandem with the Internship Manager and Marketing Director
- Shadow the Internship Manager
- Research effective ways manage teams
- Provide on-site support at events as required
- Ad hoc projects as requested
- Pre-event preparation and communication

Skills/Qualifications

- Currently enrolled in Indiana University
- Commit 5-10 hours per week (flexible schedule)
- Strong verbal and written communication skills
- Willingness to take initiative
- Works well both individually and in a team environment
- Availability on nights, weekends mandatory, and during IU holidays/break strongly encouraged
- Prompt and reliable
- Strong organization skills
- Excellent team management skills, especially managing peers
- Willing to take charge of a situation
- Comfortable with the uncomfortable

Benefits

- Paid internship
- College credit available
- Pizza X Discount
- Discount at all other One World Enterprises establishments

Sample of Work

- Prepare examples of a time when you have managed your peers. This can be a personal experience or professional experience.

To Apply

- Email Carly Ostmeyer, at internmanager@bloomington.com with your Resume and a list of 2 professional and 1 personal references. You will be contacted shortly. There is a 2-phase interview process if accepted.
- There are requirements per each position, and will be discussed if you are asked to continue the first round interview.