



InternshipDesk Campus Representative Position

Student/Campus Representatives – JOB RESPONSIBILITIES

- ✦ **Campus Representatives** will spend six to eight (6-8) hours per week creating brand awareness and distributing marketing material for InternshipDesk. This includes tabling events, classroom presentations, organization presentations, and a variety of traditional and non-traditional marketing elements.
- ✦ **Campus Representatives** will be required to take photos of all events.
- ✦ **Campus Representatives** will work to build value for the brand by hosting events and making appearances at pre-existing campus events. They will meet with their peers and groups to educate them about the services offered by InternshipDesk.
- ✦ **Campus Representatives** will represent InternshipDesk with the utmost enthusiasm and professionalism.
- ✦ **Campus Representatives** will participate in weekly conference calls with C.J. Seestadt/Director of Marketing & Sales and the InternshipDesk team. They will report weekly marketing activities, and report market findings.
- ✦

SOCIAL MEDIA MARKETING

- ✦ **Campus Representatives** will announce weekly events using the pre-existing Facebook page, web pages and blogs created by InternshipDesk.
- ✦ **Campus Representatives** will encourage their friends to become fans, join the groups, and participate in discussions.
- ✦ **Campus Representatives** will post pictures and videos recapping tabling and information events on Facebook.

EVENTS MARKETING

- ✦ **Campus Representatives** will plan, organize and execute a minimum of ten (10) events per campus. Events will vary per campus, and could include sponsoring specific groups, distributing literature outside bookstores, hosting pre-existing campus events, and organization meetings.
- ✦ InternshipDesk will work with each Campus Representatives to build a list of possible campus events to attend.

COMPENSATION

- ✦ Sign up 12 Students and participate in the program of your choice free (\$8,000 value)
- OR
- ✦ **Commission:**
 - 1-5 Students - \$250.00 per successfully signed up student*
 - 5-15 Students - \$350.00 per successfully signed up student*
 - > 15 Students - \$500.00 per successfully signed up student*