

Wilkes University
Center for Career Development and Internships (CCDI)
Marketing Intern

Description

The Wilkes University Center for Career Development and Internships is seeking a driven, dedicated, innovative intern to join our team for the Fall 2026 semester! You will be supporting our communications and technology efforts in this position. You will be working alongside the Career Services Director, Internship Coordinator, Program Assistant, Graduate Assistant, and Career Peer Ambassadors. The CCDI supports the Wilkes' campus community by providing career support and guidance beginning students' first year. More information can be found on the Wilkes website here:

<https://www.wilkes.edu/academics/career-development-and-internships>

Time Commitment: 10-15 hours per week

Location: CCDI Office with possible remote opportunities

Unpaid, but can utilize for credit

The CCDI Marketing and Technical Intern will be responsible for a variety of tasks including:

- Support event promotions, digital outreach, and internal communications
- General outreach and event promotion at their respective student clubs, athletics, events, and/or within residence halls
- Assist with graphic design tasks using Canva or similar tools
- Participate in team meetings, brainstorming sessions, and project planning
- Contribute to material and website updates and content management
- Assist in planning and scheduling content for social media platforms (Instagram, Facebook, LinkedIn, etc.)
- Assist the CCDI by maximizing use of the Handshake platform to increase student engagement and event visibility. Responsibilities include exploring Handshake training resources to identify new and innovative ways the CCDI can leverage the platform, posting all CCDI events and workshops in Handshake, and coordinating social media sharing to promote these events effectively.
- Ensure all CCDI events, workshops, and key announcements are consistently submitted to Today at Wilkes in a timely manner. Research and maintain a comprehensive list of campus groups, student organizations, and departments to directly share important information and increase outreach through targeted email blasts.
- Continue creation and distribution of CCDI newsletter
- Directly work with Career Peer Ambassadors (Work Study Students) on individual projects, tabling, etc.
- Assist in the creation of video vault of trainings
- Other duties as necessary
 - Assisting with workshops and presentations, Career Fairs, and other events

Minimum Requirements

- Wilkes University undergraduate student
- Very strong written and verbal communication skills
- Experience and comfortability utilizing technology and social media
- Willingness to learn new technologies, platforms, and processes
- Highly organized, self-motivated, and able to manage time effectively
- Ability to take direction and work in a team, while also able to take initiative and work independently

Preferred Qualifications (but not required):

- At least sophomore standing
- Marketing, DDMA, or Communications major
- Experience managing or contributing to student groups, clubs, or marketing projects
- Strong campus connections

To apply, email Jenna Weiss - jenna.weiss@wilkes.edu.

Include:

- Your resume and a brief cover letter or statement of interest
- A letter of recommendation
- (Optional) Examples of previous marketing or technical work

Benefits of this Internship:

- You will receive hands on experience and exposure
- You will play a vital role in the office, and become an integral part of our team
- You will receive mentorship and feedback from experienced professionals
- You will gain an opportunity to build a strong portfolio and resume
- You'll gain insight into the behind the scenes of a Career Development Office