

CSUN NAZARIAN

COLLEGE OF BUSINESS & ECONOMICS

Career Education & Professional Development Center (CEPD)

Job/Internship Description Guide

Company/Organization Name

Overview:

Describe the position and provide important things you require or would like to highlight.

Responsibilities:

- Typically, 3-5 bullet points, however, you can put as many as needed.
- We recommend bullet points rather than paragraphs to make it easier to read.

Qualifications:

- Typically, 3-5 bullet points, however, you can put as many as needed.
- If you do not have any required qualification, you can list preferred qualifications.

About the Company/Organization:

This section is recommended, especially if your company/organization is not well known.

Location:

Provide the location the student will be reporting to. Street address is preferred. If is a hybrid or virtual internship, please indicate how that.

Contact:

- Who should the student contact if they have questions?
- How do you want them to apply?
- Is there a deadline to apply?

Anticipated Pay:

Must be at least minimum wage. *Please note requirements for unpaid internship:*

Unpaid Intern – must be enrolled in college and receive academic credit for internship.

Internship Description Sample

Matty's Real Estate Company

Real Estate Marketing Intern – (August to December)

Salary - \$17 per hour

ABOUT THE ROLE

As an intern, you will experience the basics of an entry-level position while gaining skills in general office procedures, social media maintenance, and development.

MUSTS

- 15 - 20hrs a week
- 3 days a week in office
- Bilingual (preferred English/Spanish or any other languages)

KEY RESPONSIBILITIES

- Cold calling new prospects
- Assist in marketing procedures
- Collect and organize event photo/film/media
- Daily updates to the social posting calendar
- Monitoring social channels and engaging with our followers/fans
- Join meetings with vendors

SKILLS AND EXPERIENCE

- Organized
- Strong communication skills
- Time Management
- Familiarity with social media analytics
- Proficient in Microsoft Office (word, excel, PowerPoint)

BENEFITS

Flexible Work Schedule. Learn from the best realtors in Southern California. Be mentored and shadow the agents in day-to-day activities.

COMPANY INFO

Matty's Real Estate Company is a small company. Visit our website for more information and to apply: **www.yourwebsite.com**

For questions, please contact CEPD at (818) 677-4697 or email us at business.internships@csun.edu.