



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Marketing, Summer Intern	Marketing	Marketing Manager	.15	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: The Grace College Summer Marketing Intern will gain hands-on experience working for Grace College and real clients in a fast-paced, team-based agency environment. This intern will collaborate with fellow students and marketing professionals, executing marketing strategies across multiple disciplines while developing practical skills for their future career.

Key Responsibilities

- Assist in the creation, scheduling, and management of social media content
- Contribute to content creation for both Grace College and Grace Solutions clients (based on skill set)
- Collaborate with team members on client projects and campaigns
- Participate in team meetings, brainstorming sessions, random marketing events, and promotional material packing parties
- Complete assigned tasks on time and with attention to detail

Learning Outcomes

- Gain real-world marketing experience working with active clients
- Develop skills in communication, collaboration, and time management
- Receive mentorship and feedback from experienced marketing staff
- Understand agency workflow, client relationships, and project execution

Qualifications

Minimum:

- Currently a student in college
- Interested in marketing, communications, design, business, or related field
- Strong communication and organizational skills
- Willingness to learn and take initiative
- Ability to work collaboratively in a team environment

Status: Part Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human



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Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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