



Example of Management Intern Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of management intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for management intern

- Assists with assessment efforts within the unit, including basic tracking of activities
- Program evaluation, and measurement of learning outcomes
- Collaborates with University marketing to create and design promotional materials for events and programs
- Supports and maintains Memorial Union policies and procedures
- Evaluates programs, and measures learning outcomes
- Supports efforts to establish and maintain on- and off-campus partnerships
- Partners with fraternity and sorority life and student organizations to support and develop programming in the Memorial Union and throughout campus
- Supports and promotes University spirit, pride, and traditions activities and events
- Serves in an intern capacity for the National Biomarker Development Alliance within Complex Adaptive Systems
- Conducts independent research of operational and scientific areas specific to the scope of assignment

Qualifications for management intern

- Assembles and analyzes data and makes interpretations for application to area of assignment
- Carries out special projects as assigned

- Providing support, consultation and training to Herberger Institute faculty, staff and students
- Configuring, imaging and maintaining Windows and OS X desktops in the Herberger Institute Computing Labs