



# Example of Summer Intern Program Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of summer intern program. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for summer intern program

- Retrieve music cue sheet for worldwide distribution
- Submit art requests for various art needs for worldwide distribution
- Archive cleared marketing assets to departmental server and promo assets to external vendor
- Track the competitive landscape and trends in the entertainment industry
- Working with settlement teams to maintain and track invoices
- Pursuing a Bachelor's or Master's degree in Finance, Economics, Agricultural Economics, Agribusiness, Industrial Engineering or a business-related field
- Eligible for full-time employment no later than summer 2018
- Experience with Microsoft Office toolset
- Develop project plan, identify tasks and milestones
- Internship will involve working with a Program Manager on project(s) for assigned customers

## Qualifications for summer intern program

- Must be currently enrolled in a 4 year undergraduate program and have completed at least two years
- Taiwanese Nationality
- Intern assignments Tampa, FL
- June through mid-August internships
- Generous sign-on bonus to defray housing and temporary relocation cost

