Harcum College in Bryn Mawr, PA, a leader among the nation's independent, two year colleges, has an opening beginning in the fall semester for a **Social Media and Promotions Intern**. This is an unpaid internship.

**Responsibilities:**

- Online outreach and promotion using Facebook, Instagram, Twitter, and more
- Website and social media optimization
- Take photos, record basic video and develop visual content for a variety of social media platforms.
- Provide day-to-day social media monitoring support; assist with building online presence through ongoing interactions with followers and fans.
- Research special events in Campus Activities department for promotional opportunities.
- Provide proofreading and editing.
- Assist the Campus Activities team with daily activities, events and projects.
- Assist with the development and implementation of marketing campaigns to maximize student attendance, promote community events and increase departmental awareness.
- Face to face promotion of events and activities on a daily basis to students.

**Qualifications/Skills:**

Pursuit of college degree in hospitality, marketing or other related field.
One year of administrative experience preferred.
Knowledge of Microsoft office required.
Must have excellent internet navigation skills and data entry skills.
Must have strong interpersonal skills to work with a variety of people and promote events to a diverse demographic.
Must possess outstanding communication and interpersonal skills.
Demonstrates the ability to problem solve and think independently.
Detail oriented with ability to juggle multiple tasks while delivering results under appropriate timelines.
Flexible schedule including nights and weekends.
ABOUT HARCUM COLLEGE

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

COMPENSATION
Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes must include salary requirements for consideration of employment.

Please send cover letter and resume including work history to:

Claudine Vita  
Executive Director, Human Resources & Compliance Officer  
Harcum College  
750 Montgomery Avenue  
Bryn Mawr, PA 19010  
Fax: 610-526-6011

Preferred response for this position is via email: cvita@harcum.edu