**Alex. Brown Center for Entrepreneurship Social Media Marketing Intern Responsibilities**

1. Update/enhance Alex. Brown Center website on a regular basis
2. Ensure all social media tools, including the Center’s Twitter feed, LinkedIn group, Facebook page, myUMBC Group and ENTR Minor Group page is consistently up to date by providing relevant information on applied learning opportunities, events and professional development opportunities
	1. Content contains information about upcoming events, competitions, available resources or other opportunities.
	2. Create 2-3 posts a week
3. Set up a calendar of events on myUMBC
4. Promote and share top events for UMBC representatives (student, faculty and company entrepreneurs) to attend or present
5. Provide students interested in starting businesses with relevant tools and documentation on how to get started via the ABCE website
6. Attend Center sponsored events for documentation purposes
	1. Encourage others to get involved in the online conversations as well
7. Serve as a familiar student contact for students who may have questions about the ENTR program(s) or events

**Relevant Skills/Characteristics**

1. Excellent writing/communication skills
2. Knowledgeable and skilled in use of social media techniques/methods
3. Knowledgeable and skilled in WordPress and Adobe Photoshop
4. **Responsive and responsible**
5. Able to connect and network with both student and professional entrepreneurs
6. **Preferred but not required:** Being in the ENTR Minor program

**Pay: $10.10 an hour for up to 8-10 hours a week**

Please contact Vivian Armor (armor@umbc.edu) with any questions regarding responsibilities and expectations.

If you are interested in this position send resumes to Vivian Armor at armor@umbc.edu