

MARYLAND STATE GOVERNMENT INTERNSHIP DESCRIPTION

Department of Business & Economic Development

Interactive Content Development Intern

Spring Internship

The following opportunity is a paid student internship. This internship is an excellent opportunity for students who desire hands-on marketing experience with professional-level public service work, and for State Government agencies looking for exciting, new talent. To apply for this internship, please call or email the designated contact person identified in this description.

Agency Coordinator Name or Recruiter and Phone Number	John Marsh, Interactive Director 410-767-6317, jmarsh@ChooseMaryland.org (email preferred)
Department/Division	Department of Business and Economic Development Division of Marketing & Communications
Work Location: Street Address Phone Number	Maryland Department of Business & Economic Development World Trade Center 401 East Pratt Street, 9 th floor Baltimore, MD 21202
Estimated Start Date and End Date Days, # Hours per Week Pay (if Paid)	Late January/early February, 2011 12 - 16 hours per week based on internship requirements Paid position
Projects and Duties Description (How will the intern help your agency?)	Primary responsibilities: <ul style="list-style-type: none">• Assist in content development of the Agency's "Work Flow and Content Update" Guide for the redesigned ChooseMaryland.org Web site; tasks will involve extensive research documenting the roles, procedures and responsibilities involved in creating and maintaining the Web site.• Research and develop new content for the website.• Fact check/proof ChooseMaryland.org content to ensure it is accurate and up-to-date.
Intern Requirements (Knowledge, skills, and abilities)	<ul style="list-style-type: none">• Enrollment in an institution of higher learning.• Strong computer skills in Microsoft applications including Word, Access and Excel a must. Web content management and basic html skills a plus. Spatial database knowledge a plus.• Strong visual, graphical, and information-design skills, especially as relates to developing and designing Web content.• Excellent written and verbal communication skills• Proven research and analytical skills• Strong organizational skills with ability to multi-task and/or prioritize
Preferred Fields of Study (i.e., Finance, Business/Public Administration)	English, journalism, mass communications, information systems, statistics, business management, market research, public policy, public administration, economic development

Designated Contact: To apply, send resume and recent transcript to:	Name and Title: John Marsh, Interactive Director Street Address: Maryland Department of Business & Economic Development, World Trade Center, 401 East Pratt Street, 9 th floor, Baltimore, MD 21202 Phone Number: 410-767-6317 Email Address: jmarsh@ChooseMaryland.org
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