



## Internship Role Description for Upward Mobility Scholar Applicants

<b>Hosting Organization:</b>	Global LT		
<b>Role Title:</b>	Marketing: Web Design, Social Media	<b>Number of roles available:</b>	1
<b>Available to</b> (select any that may apply):	College students (2022/23 school year): Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/>		
<b>Internship Work Address:</b>	Detroit Remote		
<b>Work location &amp; office COVID protocols</b>	All in person <input type="checkbox"/> All virtual <input checked="" type="checkbox"/> Flexible/hybrid <input type="checkbox"/> If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/>		
<b>If COVID distance restrictions persist, will internship proceed this summer?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Mission of Program:</b>	Upward Mobility provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.		
<b>Anticipated Start Date:</b>	Date 4/25/22	<b>Anticipated End:</b>	7/4/22
<b>Number of weeks:</b>	10	<b>Hours per day:</b>	8
<b>Workday starts at:</b>	9am EST (flexible)	<b>Workday ends at:</b>	5pm EST (flexible)
<b>Hiring Manager's Name/Title:</b>	Jack Marmorstein / Chief Learning Officer		
<b>Hiring Manager's Email:</b>	Email address <a href="mailto:jmarmorstein@global-lt.com">jmarmorstein@global-lt.com</a>		

<b>Host Org's website:</b>	<a href="http://www.global-lt.com">http://www.global-lt.com</a>
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<b>Internship Summary:</b>
<p>This is an opportunity for an intern to help Global-LT as we redesign our website and re-think our online presence more broadly, including social media. Depending on the intern's skills, they may work on building components of the website, create content/media/graphical assets, research competitor websites and online media, etc.</p> <p style="color: red;">Additionally, you may be required to participate in group project activities with other interns during work hours.</p>
<b>Essential Responsibilities of the Role:</b>
<p>The responsibilities below are an example of the various tasks which could form the role, though some may be emphasized over others given the strengths of the intern(s) selected. If there are multiple qualified applicants, the roles may be split in two.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Knowledge and skills required:</b>

Preferred Skills

- Familiarity with web development tools
- Graphics and Media skills
- Video production skills
- Language learning experience a plus

**What does success look like for the intern at the end of the summer:**

The intern(s) should feel as though they understand this piece of the Mobility industry and have improved the communication and professional skills required to work with contractors from all over the globe, especially those who speak English as a second language. Success will also be measured by the strength of the internal collaboration with the team and the number of outreach calls/emails the intern(s) are able to complete. This number is not as important, though, with the general sense of goodwill they will be spreading to teachers they speak with on behalf of Global LT.

**Training Program**

Please describe any training provided to the intern through the internship period.

The intern(s) will be provided all necessary training to understand both the tasks at hand and the general context each team operates in. To start, interns will be given an overview of our place within the Mobility industry, how we interact with our clients, learners, and talent, as well as how their work with us supports our mission of inspiring highly engaged language learners and well supported teachers. Each task will involve training and contextualization prior to starting so that the intern(s) feel comfortable understanding what is expected and who they will be working with.

All Upward Mobility Interns will participate in group training for knowledge development in the Global Mobility industry. Training to occur over a series of virtual training sessions across intern program participants.

Prepared By:	Name	Date:	Date
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