

Online Marketing Assistant

Short name: OM

The main goals of the internship positing in the Online Marketing Communications/Webteam are:

- Study and learn best practices in terms of how to communicate through the online media
- Enhance your skills and knowledge in online marketing and intercultural communication
- Expand your general office practices and team work skills to help you in future positions.

The responsibilities of the DIS OMC/Webteam include maintaining, updating and constantly develop the DIS website as well as DIS' online presence overall. We also handle the development, production and coordination of the yearly DIS catalog.

Job description

You will report to the online marketing manager, and your main responsibilities in the OMC/Webteam will be:

- Photographing: taking photos at DIS' various events throughout the year, keeping mind the photo needs for both website and catalog
- Responsible for continuously selecting the best student photos to be used on the website, something together with the rest of the team
- Setting up and handling newsletters to various target groups
- Assist in carrying out updates for the website when needed
- Assist in maintaining and further develop the website structure
- Assist in setting up the yearly catalog (including photo taking for the catalog), brochures and fliers
- Managing students blogs and student-generated content
- Working with the 2 other members of the OMC team on maintaining and improving the overall web presence for DIS
- Tour leader on study tours as assigned
- Training of the new OM assistant
- Additionally you will be expected to carry out various DIS-wide assignments i.e. marketing tasks, student services and projects, amounting to no more than 20% of your working time.

This job will require more hours at specific times throughout the year.

This position requires a highly motivated, detail-oriented, and flexible person who is able to handle several tasks simultaneously. As a representative of DIS, it is essential that the OM assistant is welcoming and act professional at all times to visitors and students.