



CITY OF ROUND ROCK  
invites applications for the position of:

# Marketing Intern - Engineering

An Equal Opportunity Employer

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**SALARY:**

Hourly  
\$9.00 - \$10.00

**OPENING DATE:** 04/06/09

**CLOSING DATE:** 04/20/09 05:00 PM

**SUMMARY OF POSITION:**

Qualified candidate is responsible for supporting all marketing and promotional efforts for City of Round Rock Storm Water Program. Work is performed under close supervision in accordance to established policies, procedures, and techniques. This position is intended for a college student who desires experience in the marketing and communications field.

**EXAMPLES OF DUTIES:**

- **Assists** in implementing outreach strategies using television, brochures, mail outs, and other media.
- **Develops** television public service announcements (PSAs) regarding storm water education.
- **Assists** in updating and revising storm water web site.
- **Develops** educational storm water brochures.
- **Participates** in and attends meetings regarding storm water program.
- **Solicits** participation from schools, churches, community groups, businesses, and other organizations to participate in storm water programs.
- **Develops** marketing ideas for business partnership program.
- **Contributes** storm water articles for City newsletter.

**EXPERIENCE AND TRAINING:**

Student enrolled in a Bachelor's degree program with emphasis in marketing, communications, public relations, graphic design or related discipline.

**Commitment of 32-40 hours a week during the summer term (15 week internship)**

**Tentative Working Dates: May 4, 2009 - August 14, 2009**

**Knowledge of:**

Associated Press Writing Style- press release writing.

Various softwares and technology - Microsoft Office Suite, Internet, Outlook email.  
Adobe Adobe Design Suite experience a definite plus

Work some weekends and/or evenings as needed to participate in City of Round Rock Programs (Round Rock the Boat Regatta, creek cleanup, storm drain marker installation, and RRISD school events as requested).

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of or ability to obtain a valid Texas driver's license with a driving record that meets current City auto liability insurance requirements.

**DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

The City of Round Rock operates under the legal doctrine of "employment-at-will" and is an equal opportunity employer. The City values diversity and strives to attract a responsible, qualified and diverse workforce that represents the community that we serve.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.roundrocktexas.gov>

Job #  
MARKETING INTERN - ENGINEERING  
DB

OUR OFFICE IS LOCATED AT:

221 E. Main Street  
Round Rock, TX 78664  
512-218-5490 (main Human Resources line)  
[staffing@round-rock.tx.us](mailto:staffing@round-rock.tx.us)

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