



## Marketing Intern for Space Science Institute

The Space Science Institute in Boulder, Colorado has an immediate need for a highly-motivated upperclassman undergraduate or graduate student with a background in marketing, web research, and a basic understanding or interest in science, space science and/or science education. This is a great opportunity to get involved in a small, team-oriented, fun, scientific working environment.

The successful applicant will, after company orientation with Human Resources, be directly involved in drafting an internal business plan for the marketing of commercial software, database project work, researching dissemination channels and outlets, web research for project development (including sales tax and other applicable laws), coordination of a written plan to move forward with the project, market analyses, creation and definition of an inventory/storage system, general project support as delegated by the Executive Director, and other various duties as assigned.

**Skills/Expertise required:** Knowledge of and experience with Microsoft Word, Excel, PowerPoint, and Outlook is required.

Applicant must have the ability to work well under tight deadlines. S/he should also be very good at online research and comfortable with new business and media trends. Keen analytical skills, resourcefulness, reliability in meeting deadlines, good organizational skills, good communication and interpersonal skills, and patience with detail-oriented work are a must.

This is a part-time Marketing Intern position is listed at 10 hours a week to start. The position will be supervised by the Executive Director and evaluated on the completion of each project item assigned.

**To Apply:** Interested individuals should send a letter of interest, resume, and the names and contact information for 3 references to Ms. Courtney L. Coe at [cco@spacescience.org](mailto:cco@spacescience.org) or 4750 Walnut Street, Suite 205, Boulder, CO 80301.

**Please note:** The Space Science Institute is a non-profit, public benefit corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the position.