



# *Iowa Department of Public Safety*

## **Professional Development Bureau**

### **Marketing Internship**

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#### **Internship Summary:**

The Marketing Intern will be responsible for providing support for the Recruitment and Selection unit of the Professional Development Bureau. The intern will report to the Bureau Chief and assist with organizational recruitment strategies and best practices of marketing the Department to prospective employees. This internship is unpaid.

#### ***The Marketing Intern's primary duties include but are not limited to:***

- Research and coordinate logistics of recruiting events and assist PDB staff in obtaining recruiters to represent the Department at same
- Facilitate with project coordination and event planning for tradeshow and other key events
- Assist in building and maintaining networks and associations to determine and acquire application sources while growing a strong talent pipeline
- Create display ideas and marketing tools for recruitment purposes
- Assist the Public Information Officer, when needed, in actively promoting the Department
- Make recommendations for the Department's online and social media presence
- Conduct market research and competitive analyses
- Compile data for reports and assessments for improved effectiveness and transparency in recruitment strategies
- Other projects as assigned

#### ***Position requirements:***

- Ability to confidently and effectively communicate both verbally and in writing to establish, build and maintain solid networking connections
- Possess investigative and research skills to discover traditional and non-traditional methods and practices of recruiting and marketing
- Exhibits ability to effectively multi-task and coordinate extensive venues and personnel
- Excellent computer knowledge with proficiency in Microsoft Office programs and various social media platforms
- Ability to work independently and complete assigned tasks within identified time frames
- Organized, dependable and detail oriented
- Team Player with a cooperative spirit

#### ***Candidate Eligibility requirements:***

- Current college student
- At least 19 years old
- U.S. Citizen
- In good standing with their college/university
- Have a valid driver's license and can provide own transportation
- Can successfully pass a thorough background investigation

***Application Packet must include:***

- [Completed DPS Form 80 – Level 1 Background Investigation](#)
- Cover Letter and Resume
- [Signed Student Internship Confidentiality Agreement](#)
- [Signed Emergency Contact and Medical Information Form](#)
- Official college/university transcript

**Submit application via US mail to:**

Iowa Department of Public Safety  
ATTN: Diane Warwick  
Oral Pape State Office Building  
215 E. 7<sup>th</sup> Street  
Des Moines, IA 50319

Or by fax to: ATTN: Diane Warwick 515-725-6274

**Application Deadline: December 7, 2018**

Please Note: This internship is for college credit only and will be unpaid.

Questions? Please contact Diane Warwick at (515) 725-6279 or at: [warwick@dps.state.ia.us](mailto:warwick@dps.state.ia.us)