



### **Intern Assignment: Corporate Community Involvement**

Assignment Manager:

Target Majors: Business, Communications, General Concentration

Location/ T- Accessible: Hopkinton , MA ( MBTA + shuttle )

Required Hours Per Week: 16-24 (*min-max range if applicable*)

Flexible Hours Per Week up to: *negotiable*

Preferred Days of Week: *negotiable*

Work Hours: 9-5pm

Compensation: \$15/ hr + travel stipend

### **Company Overview:**

EMC is a global leader in enabling businesses and service providers to transform their operations and deliver information technology as a service (ITaaS). Fundamental to this transformation is cloud computing. Through innovative products and services, EMC accelerates the journey to cloud computing, helping IT departments to store, manage, protect and analyze their most valuable asset — information — in a more agile, trusted and cost-efficient way.

### **Department Overview:**

Community Involvement's mission is to raise EMC's visibility, image and brand as well as enhance the company's business objectives and employee pride through recognized leadership in education and community engagement activities worldwide.

### **Job Description:**

Interns with the Community Involvement department will assist with multiple tasks including but not limited to: receiving and communicating information about our donation process; filing; researching information on potential programs/projects; occasionally attending meetings; other duties as assigned.

### **Required Skills:**

- An interest in Community Involvement/Community Relations
- Ability to work with confidential information on a regular basis
- Strong communication skills
- Knowledge of MS Office Suite

### **Desired Qualifications:**

- Understanding of social media
- Knowledge of Dreamweaver
- Interest in writing