**Seton Medical Center Austin**

<table>
<thead>
<tr>
<th><em>Position Title:</em></th>
<th>Marketing Retail Intern</th>
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<tbody>
<tr>
<td><em>Location:</em></td>
<td>1201 West 38th Street Austin, TX 78705</td>
</tr>
<tr>
<td><em>Position Type:</em></td>
<td>Internship (8 weeks/160 hours)</td>
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<tr>
<td>Compensation:</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Start Date:</td>
<td>May (Negotiable Start Date)</td>
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<tr>
<td>Number of Openings:</td>
<td>2</td>
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**JOB DESCRIPTION**

- Assists Manager or Director with projects, events and work relevant to specific departmental needs.
- Performs tasks/work assignments related to a course of study, educational curriculum, or career interest in an educational capacity.
- Demonstrates computer skills and proficiency in the utilization of standard software specific to departmental needs.
- Communicates and collaborates with assigned work team to provide backup coverage and support as needed.
- Assist with Inventory and Retail Management.
- Assist with Social Media Management (Facebook, Twitter)
- Assist with Planning Events.
- Assist with Blogs.
- Assist with taking Pictures.
- Help with any other public relations activities.
- Manage Inventory and Help with Sales Promotion.
- Shadow and meet with other Marketing/ Retail Managers/Communications Team.
- Promotes the values and philosophy of Seton Healthcare Family.
- Other duties as assigned.

**JOB REQUIREMENTS/QUALIFICATIONS**

- Minimum GPA of 3.0
- Must have completed sophomore year to be eligible
- Student’s field of study should be aligned with intern position (Marketing, Communications, Retail Management, Textile...etc.)
- This is not a nursing/medical internship program
- Student must apply and be accepted for interviews by Seton representatives

* Successful completion of one years of college education in a related field whose current education provides a level of competency that is necessary for completing pertinent tasks
**Seton’s Mission:** Our mission inspires us to care for and improve the health of those we serve with a special concern for the poor and the vulnerable. We are called to be a sign of God’s unconditional love for all and believe that all persons by their creation are endowed with dignity. Seton continues the Catholic tradition of service established by our founders: Vincent de Paul, Louise de Marillac and Elizabeth Ann Seton.

**Values**

We are called to:

**Dedication**
Affirming the hope and joy of our ministry

**Reverence**
Respect and compassion for the dignity and diversity of life

**Wisdom**
Integrating excellence and stewardship

**Integrity**
Inspiring trust through personal leadership

**Service to the Poor**
Generosity of spirit, especially for the persons most in need

**Creativity**
Courageous innovation

**The Seton Breast Care Center** was created to provide convenient and comprehensive care to the women of Central Texas. The center includes state-of-the-art imaging technology; and, for those who are diagnosed with cancer, the center offers a multi-disciplinary approach to providing personalized treatment and support to patients and their loved ones.
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<tr>
<th>CONTACT INFORMATION/ QUESTIONS</th>
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<tbody>
<tr>
<td><strong>Internship Reference #:</strong></td>
</tr>
<tr>
<td><strong>Contact Name:</strong> Lorie Thibodeaux, MHA</td>
</tr>
<tr>
<td><strong>E-mail Address:</strong> <a href="mailto:lthibodeaux@seton.org">lthibodeaux@seton.org</a></td>
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<tr>
<td><strong>Website:</strong> seton.net/BreastCareCenter</td>
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**SPECIAL INSTRUCTIONS:**

**Application Requirements:**

- Resume
- Letter of References or One Letter of Recommendation (academic/ personal)
- Official College Transcript
- Cover Letter/ Interest

Please provide a good phone number and e-mail address for follow-up.

Please mail packets to:

Attention: Lorie Thibodeaux, MHA
Seton Breast Care Center
Seton Medical Center Austin
1201 West 38th Street
Austin, TX 78705

OR: E-mail Information to lthibodeaux@seton.org