

**MLS, Inc.**  
**Marketing Internship**

MLS, Inc., an Austin-based sales and marketing company for the Trucking and Heavy Equipment industry, is recruiting qualified applicants for a marketing internship, scheduled to commence in September of 2017.

This program will provide the intern hands-on experience across our two core lines of business; print magazine advertising and online listing of inventory for sale, rent and auction. The intern will work in four (4) functional areas within our company:

- Client Market Analysis and Timing of CLIENT buyer cycles
- Competitive offering analysis and counter offer
- Sales operations and in person as well as remote sales process
- Design and delivery of marketing and sales campaign materials

MLS, Inc. is looking for students who meet the following general criteria who can successfully balance school and work, and who want hands-on operational experience in a small-to-medium sized business environment.

**Intern Specifications**

The following are requirements for any interested candidate in the intern position:

- Required College Course work in Advertising, Business Administration or Management & Communications. Psychology or Sociology majors are also good candidates if they have supporting minors or course work in Marketing or Communications.
- Must be proficient in MS Word, MS Excel, MS Outlook, Adobe Creative Suite, Web Search/Research
- Must have strong written and verbal communication skills
- Must be able to work at least 5 hours per day, at least 3 x per week, during the work week (Monday-Friday) at our office
- Must be capable of working remotely based on company scheduling and needs
- Must have reliable transportation
  - Must be able to commute to/from our office in Lakeway for work hours
- Must have at least 2 years of relevant work experience. Preferred industries include:
  - Retail/Restaurant
  - Direct Sales
  - Professional Services
  - Customer Service
  - Distribution/Transportation

**Preferred Intern Specifications**

- Is proficient in HTML, CSS and can design for print and digital delivery of marketing materials
- Has worked for a family or small business (less than 50 employees)
- Is in their Junior or Senior year and on track to complete their degree
- Comfortable working with company leadership/ownership with respect to critical thinking and problem solving

### **Selection Process**

This position is schedule to start on 9/5/2017. The Intern Program will conclude 12/08/2017. The Selection process is scheduled as follows:

- Resumes will be accepted from date of posting.
- Initial resume review and email/phone interviews will be conducted during the first 2 weeks
- Follow up interviews and assessments will be conducted after the initial interviews and are scheduled to take 2 weeks.
- Final selection will be made no later than August 26, and the internship with start the 2<sup>nd</sup> week of September.

### **Compensation**

The intern position is a PAID temporary position. The intern will earn \$11.00/hour during the term of the Program. Interns will be part-time employees and will not be eligible for benefits during the term of the Program.

The position will require 10-20 hours per week of availability and work-time. We will maintain a degree of flexibility with respect to student class schedules, but only within the parameters and needs of the company.

### **Future Opportunity**

The intern position is an employed at will position and no guarantee of continued employment will be made during or after the internship.

There is no guarantee of future employment or opportunity. However, MLS, Inc. may consider creating a full-time position based on the intern program outlined above. Consideration will include the performance of the intern, the overall impact of the program on the organization, and the firm's organizational staffing needs.

MLS, Inc. also will give preferential hiring consideration to any intern who successfully completes an internship with the company, who later applies for a position with the company in a field related to the internships area of focus.

### **How to Apply**

All interested parties should submit a resume/cover letter to [internships@mlsinc.com](mailto:internships@mlsinc.com), indicating their interest. Please make sure your submission includes the following:

- Cover letter of no more than one page indicating how/why you are interested in the internship, as well as how/why you feel you are a good fit for the position
- Resume; focus on achievements, objectives, and responsibilities managed in both your academic, work, and volunteer/social/extra-curricular careers to date
- Be sure to list all relevant contact information on BOTH your cover letter and your resume
- Fall schedule if already set.