My name is Anika Rahman and I am the Webmaster for the Virginia Tech Finance Department. I am looking for two students to hire for the upcoming 2018-2019 school year. Below is the job description for the two positions:

**Webmaster and Marketing Intern**

We are looking for two students (sophomores or juniors), one who can fit the role of a webmaster intern, and one marketing intern.

The webmaster position entails:

- Basic familiarity and understanding of web development languages (HTML, JavaScript, CSS, etc) in order to build a website
- Experience in working on websites using platforms similar to WordPress/Wix
- Being creative to design the layout of a site
- Have strong communication skills, be quick to learn and to adapt
- Ability to create tables and manipulate them to be sorted and organized in other ways on a website.
- Be ready to describe previous projects/provide examples of previous projects worked on

The marketing position entails:

- Updating and monitoring social media sites
- Preparing and maintaining a marketing strategy
- Creative thinking and design ideas
- Ability to edit photos and videos
- Experience in working with LinkedIn

Both positions should also be prepared to take on any other office jobs required of them.

To apply, send a resume and/or portfolio to Anika Rahman at (anikazr@vt.edu)

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**Anika Rahman**
Virginia Tech | Class of 2019  
College of Science - Economics  
Virginia Tech Finance Department - Webmaster