

Fraunhofer CMI
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U.S.A.

Dr. Alexis Sauer-Budge
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Internship: Marketing & Administration

Internship start: 1 May 2016 | Part-time to Full-time

April 27, 2016

Fraunhofer CMI – Center for Manufacturing Innovation – conducts advanced R&D and engineers solutions for a broad range of industries including biotechnology/biomedical, manufacturing, and renewable energy. Our services include custom automation systems, biomedical instruments and devices, and process management and consulting.

Responsibilities and learning opportunities:

As a marketing & administrative intern you will work as a direct assistant of Dr. Alexis Sauer-Budge and Dr. Andre Sharon to promote Fraunhofer CMI and their services.

Your main tasks will be:

- Gathering ideas for news articles and social media posts targeting the scientific community and B2B markets
- Management of social media accounts
- Website editing and website analysis
- Taking and editing pictures of scientific and engineering topics
- Creating and designing various marketing materials, e.g. flyers, presentations, posters
- Various administrative and paperwork tasks

What we expect:

- A good academic record in business studies, accounting, engineering or related field
- A keen interest in engineering and science topics, combined with excellent communication skills and a great sense for customer orientation
- Excellent organization
- Proficiency in MS Word, Excel, PowerPoint
- Experience with website design in CMS, preferably Adobe Experience Manager a plus
- Experience with Photoshop or similar software a plus

What you can expect from us:

- Opportunity to acquire practical experience in marketing & administration at an internationally recognized applied research company and integration as a fully respected member in our team

To apply:

Please send a cover letter, resume, transcripts, and any letters of recommendation to Dr. Alexis Sauer-Budge at asauerbudge@fraunhofer.org