**Shephard-Wesnitzer, Inc.**

**Administrative/Marketing Intern**

**Shephard-Wesnitzer, Inc.** (SWI) was established in 1990 and is a leading engineering and surveying firm based in northern Arizona. SWI creates unique civil engineering solutions for site planning, grading, drainage and infrastructure development. SWI offers a full range of Civil Engineering, Surveying, Structural Engineering, and Geographic Information Systems (GIS) services, along with in-house printing capabilities.

**Contact Info:** Bree Purdy, Marketing Coordinator

[bpurdy@swiaz.com](mailto:bpurdy@swiaz.com)

**Compensation:** Paid, Hourly

**Hours:** 20-30 hours per week/six or nine credit hours

**Length:** Summer with the potential of continuing in to the fall semester

**Special Skills:** Proficient in Adobe InDesign, strong writing and editing skills, self-motivated,

solid understanding of marketing principles, strong organizational skills, proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook), social media savvy.

**Duties and responsibilities:**

* General administrative tasks including scheduling, billing, printing, handling petty cash, update vehicle logs, maintain office supplies, assisting with printing/scanning and more.
* Serve as the first point-of contact for anyone entering the office.
* Work directly with the Marketing Coordinator to develop marketing collateral and RFQ/RFP responses, including assembling proposals, writing, editing, layout in InDesign and print production.
* Create dynamic blog content for the SWI website.
* Assisting and collaborating with Project Managers and the Marketing Coordinator to locate potential projects.
* Maintain databases concerning clients, projects and project write-ups.