

Job Title: Marketing Intern

**Job Grade**: Temporary Part-Time Intern – Non-Exempt

Reports To: President, CEO.

**Job Overview:** This position will aid in the development of technologies for the pork industry. SwineTech, Inc. develops technologies that create a more stable, sustainable, and transparent livestock industry.

## **Responsibilities and Duties:**

- Support the operations team
- Participate in operation meetings
- Perform market research on ideal countries
- Assist in managing communications with outsourced translations partners
- Assist in generating documents for potential distributor partners
- Generate process documents for critical supply chain functions
- Other duties and projects as assigned

**Education:** Current undergraduate or graduate student pursing a degree in related field.

**Experience:** Experience with Microsoft Office products

## **Physical and Working Environment:**

- Working Hours: General office hours, typically 8:00 AM 5:00 PM
- Weekly Hours: ~20 hours per week
- Working Environment: Work usually performed in an office setting
- Tools and Equipment Used: Computer, tablet, e-mail, phone, and other standard office equipment
- Location: Hybrid of remote/in person

<u>To apply:</u> Please send your resume and cover letter to <u>jayne-meacham@uiowa.edu</u>. All resumes and cover letters will be screened to ensure they meet the minimum requirements before being forwarded to the SwineTech Inc. office.

Note: You will want to address your cover letter to the company.