



**The City University of New York**  
**Federal Work Study X-SITE Job Description**  
**Academic Year 2020-2021**

Company Name	Telephone No.:
Detroit International House	313-213-6930
Company Address	Location Address:
1420 Washington Blvd, Detroit MI 48226	84 Carlton Ave, Jersey City, NJ 07306
Date Submitted	Location Supervisor:
September 21, 2020	Karen Cherven
Additional Location Supervisor's Name and Email	Location Supervisor Email
n/a	cherven.karen@gmail.com

**\*\*Submit separate forms for each job description**

Job Title: Social Media Intern

Number of Positions Available: 5

Job Description: (Please attach job description if necessary):

Please see the attached internship description

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Please indicate if any special skills are necessary for this position:

Must excellent time management skills, be computer savvy, flexible, dependable and trustworthy.

Hours of Work Available per week (no more than 25 hours per week):

10 hours per week

Work is available during the following days and hours:

Work days and hours are everyday and flexible

Print Supervisor Name  
Karen Chevren

Supervisor Signature  
Karen Chevren

Date  
9/21/2020

**Central Office Use Only**  
 CunyFirst Job Codes: 999 813  
 CunyFirst Company/Vendor Codes: 0000000 639  
**Pay Rate: \$17.00**

**\*\*All positions begin on or after the first day of classes. All positions terminate on the last day of finals. The FWS coordinator will provide you with the applicable dates.**

## SOCIAL MEDIA INTERNSHIP

Managing our social media accounts, monitoring and posting on social networks like Facebook and Instagram. This role will be instrumental in increasing our social media presence and gaining visibility for our brand among clients and candidates.