
OKLAHOMA LOTTERY COMMISSION

Job Description

Marketing Team Intern – Graphic Design

<i>Department:</i>	Marketing
<i>Reports To:</i>	Marketing Manager
<i>Date adopted</i>	8/8/18

PART I: DESCRIPTION OF POSITION

Position Purpose: We are currently looking for enthusiastic individuals to join our Marketing Team. This position will be responsible for working on projects throughout the office and engaging with consumers at special events located throughout the state.

*****Please note that this is a part-time/temporary Internship position*****

Principal Activities: The principal activities include the following:

- Work with graphic designers to create unique and engaging point of sale pieces to promote the Oklahoma Lottery brand and support the strategic initiatives of the sales and marketing departments.
- Enthusiastically represent the Oklahoma Lottery at special events throughout the state including OKC Thunder home games.
- Engage and educate consumers about lottery products.
- Positively and professionally communicate brand messaging and current promotions.
- Create memorable brand experiences through consumer engagement and product trial.
- Assist with set-up and tear down of promotional booths.
- Perform various administrative support tasks and other duties as assigned.
- Maintain good attendance and punctuality.

Requirements:

- Must be able to work a flexible schedule which includes evenings, weekends and holidays.
- Superior attention to detail.
- Excellent verbal and written communication skills.
- Strong ability to multi-task.
- Successful working in a team environment, displaying a positive attitude toward colleagues.
- Physical requirements of the job include bending and moderate lifting up to approx. 25 pounds.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Conflict of Interest: All Oklahoma Lottery Commission employees are prohibited from having a financial interest in any vendor doing business or proposing to do business with the Commission. They may not participate in any decision involving a retailer with whom they have a financial interest. If they leave employment with the Commission, they may not represent any vendor or lottery retailer before the Commission for a period of two (2) years following termination of employment with the Commission.

Background Investigation: Oklahoma Statutes require that a background investigation be conducted on each applicant who has reached the final selection process prior to employment by the Commission at the level of division director and above and at any level within any division of security and as otherwise required by the board of trustees of the Oklahoma Lottery Commission. The Commission shall pay for the actual cost of the investigations. The results of a background investigation shall not be considered a record open to the public pursuant to the Oklahoma Open Records Act. The Commission is prohibited from employing any person who has been convicted of any felony or a misdemeanor involving illegal gambling or involving moral turpitude, or any person who is awaiting sentencing on a plea of guilt or nolo contendere to such a felony or misdemeanor.

PART II: KNOWLEDGE AND BACKGROUND REQUIREMENTS

Qualifications: Interns must have a valid driver's license and a good driving record. Interns should be in their junior or senior year of college and be majoring in graphic design, advertising, marketing, business administration, public relations or communications.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply analytical methodologies, including computation of rate, ratio, cost reallocation and percent and to draw and interpret various types of graphs.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form. Ability to exercise sound judgment in analyzing situations and in selecting an effective course of action. Ability to organize and conduct several activities simultaneously.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, climb, or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, or public/private vehicles, for example, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.