



Title **Intern - Marketing Communications**

- Description**
- Write articles for Delphi intranet site
 - Write employee letters, key messages, press releases and Q&As
 - Conduct research
 - Coordinate employee events and assist in annual Leadership conference and Excellence Week activities
 - Assist with managing display inventory and product photography
 - Assist in marketing material development including product profile sheets and tri-fold meeting brochure
 - Prepare media clip packages
 - Support Marketing Communications team on various staff functions
 - Prepare Thermal Systems Executive bios

- Position Requirements**
- High level of oral and written communication skills
 - Excellent organizational skills; ability to interact professionally within and outside of department
 - Excellent writing, researching, editing, and proofreading skills
 - Highly proficient in MS Word and Internet
 - Ability to learn new computer applications, such as Microsoft FrontPage and SharePoint

Educational Requirements Undergraduate student with Junior or Senior class standing majoring in public relations, communications or marketing

Minimum 3.0 GPA required

License Requirements N/A

Req Number STU-11-00045

Location World Headquarters & Customer Center, Troy, MI

About the Organization To read more about Delphi, please visit: <http://delphi.com/about/>

Apply To apply, please e-mail Janice VandenHeuvel at: janice.r.vandenheuvel@delphi.com