



Turknett Leadership Group

Summer Intern JOB DESCRIPTION Digital Learning Intern

| JOB OVERVIEW | | | |
|-----------------------------------|---|-----------------------------|--|
| JOB TITLE | Digital Learning Development | | |
| JOB LOCATION | 2310 Parklake Dr. Suite 500 Atlanta GA 30345 | % EFFORT or WEEKLY HOURS | <ul style="list-style-type: none"> • Temporary/Part-time • 5 days a week • 8 weeks over the summer • \$2,000 Stipend |
| POSITION DETAILS | | | |
| JOB PURPOSE | <ul style="list-style-type: none"> • Assisting with the development of digital content for website. • To further develop TLG new learning platform, help develop new modules/programs to be offered to businesses for use in learning around leadership, culture, and strategy. | | |
| DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none"> • Taking content that has already been developed and packing into digital format to facilitate on-line learning • Collaborating with team on creating new digital education products • Being the technical lead on these projects | | |
| WORKING CONDITIONS | <ul style="list-style-type: none"> • Small company office environment | | |
| QUALIFICATIONS | | | |
| Desired APPTITUDES | <ul style="list-style-type: none"> • Fast learner • Creative Thinker • Collaborative Team Player • Curious • Mature, Dependable, Independent self starter | | |
| PREFERRED EXPERIENCE REQUIREMENTS | <ul style="list-style-type: none"> • Some industry knowledge • Online skills | | |
| MINIMUM EDUCATION REQUIREMENTS | <ul style="list-style-type: none"> • College level | | |
| PREFERRED EDUCATION REQUIREMENTS | <ul style="list-style-type: none"> • Background in any of these fields: Psychology, Human Resources, Training, Digital Marketing, Sales | | |
| Desired SKILLS | <ul style="list-style-type: none"> • Office 365 including Word, Excel, PowerPoint, WordPress • Online learning skills in building out programs • Creative Writing • Pursuing a degree in IO or learning | | |
| TO APPLY | | | |
| How to Apply | <ul style="list-style-type: none"> • Email Resume to TLGIntern@turknett.com NO PHONE CALLS PLEASE Deadline Fri April 26, 2019 • In Header, please include SPECIFIC POSITION you are applying for • In your email, please list reasons why you feel that you qualify for the position and why you should be chosen for this opportunity from the many applicants | | |

About Turknett Leadership Group

<https://www.turknett.com/about-us/our-approach/>