



Turknett Leadership Group

Summer Intern JOB DESCRIPTION Product Development Assistant Intern

JOB OVERVIEW			
JOB TITLE	Product Development Assistant Intern		
JOB LOCATION	2310 Parklake Dr. Suite 500 Atlanta GA 30345	% EFFORT or WEEKLY HOURS	<ul style="list-style-type: none"> • Temporary/Part-time Internship • 5 days a week • 8 weeks over the summer • \$2,000 Stipend
POSITION DETAILS			
JOB PURPOSE	<ul style="list-style-type: none"> • Assisting with productizing current product line and new offerings • Help to rewrite service offerings to focus on benefits and inspire the reader to respond to said offerings 		
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Work with staff to bundle offerings into product • Help to refresh current offerings • Help with new product development 		
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 • Strong communications skills • Strong Marketing 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, Communications 		
Desired SKILLS	<ul style="list-style-type: none"> • Office 365 including Word, Excel, PowerPoint, WordPress • Marketing • Branding • Creative Writing Skills • Interest and knowledge in Psychology (IO) would be a plus 		
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/>