**Business Internship with The Bobcat Store**<https://bobcatstore.org/>

Primary Job Responsibilities  
The business internship focuses on daily operations as well as the planning and implementation of long-term business strategies for the Bobcat Store; the official retailer of the Ohio Alumni Association. Selected candidate will learn the basics of online merchandising, and development of store planning.

* Work with Advancement Communication and Marketing (ACM) staff to evaluate and enhance store promotions.
* Package and prepare online orders for shipment.
* Utilize Big Commerce platform to manage pending orders, and track product inventory.
* Manage product inventory and perform quarterly audit.
* Work with local store vendors/partners for pick-ups and deliveries.
* Attend bi-weekly marketing meeting.
* Other duties as assigned.

Skills/Qualifications

* College sophomore or junior standing preferred.
* Preferred areas of study: Marketing, Business or Entrepreneurship.
* Well-organized and excellent communication skills.
* Ability to research/prioritize/multi-task/problem-solve.
* Enthusiastic team player who is also capable of working independently.
* Interest in merchandising and ecommerce.
* Familiarity with budget and analytics.
* Resume or portfolio demonstrating skills required.

Site/Time  
Eight hours/week, per student’s class schedule. Looking for the remainder of Spring Semester with expanded hours during summer 2019. This position also holds the possibility of continuing into the 2019/2020 academic year.

Other Information

* Pay rate is $8.55 per hour
* Applications must be submitted by March 10, 2019 for consideration.
* Applications should be submitted through the OAA website: <https://www.ohio.edu/alumni/involve/internships.cfm>

Please contact Michele Frick at [frickm@ohio.edu](mailto:frickm@ohio.edu) with any questions.