

Interns- The Z Connect

They connect students, graduates, executives, and companies through internships, jobs, networking, communities, workshops, competitions, and professional development opportunities.

Location: remote, one in-person meeting each week

Internship Duration: 3 months

Experience: currently enrolled senior students and fresh graduates are both accepted

1- HR-Admin Intern:

Major: degree in Business Administration, or any related field

Major Responsibilities:

- Review internship applications
- Coordinate interviews and onboarding
- Maintain HR documentation and databases
- Support administrative operations

2- Social Media Marketing Intern:

Major: degree in Business Administration, Marketing, Mass Media and Communication, or any related field

Major Responsibilities:

- Develop and schedule content for Instagram, LinkedIn, and other platforms
- Design graphics, reels, and promotional campaigns
- Track engagement and recommend improvements

3- Club Coordinator Officer Intern:

Major: degree in Business Administration, Tourism and Hotel Management, Mass Media and Communication, or any related field

Major Responsibilities:

- Monitor club activities and progress
- Support event planning and execution
- Assist in launching new student communities

4- Member Outreach Intern:

Major: degree in Business Administration, Mass Media and Communication, or any related field

Major Responsibilities:

- Engage with members and ambassadors
- Support outreach campaigns and student engagement
- Respond to member inquiries

5- Company Outreach Intern:

Major: degree in Business Administration, Mass Media and Communication, or any related field

Major Responsibilities:

- Identify and contact potential partner companies
- Schedule meetings and maintain follow-ups
- Support partnership development initiatives

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802