

DATABASE MANAGER

Computers 4 Us
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Warren, Ohio 44483
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Phone: 330-373-0990
Fax: 330-373-0991

JOB DETAIL

Database Manager (Internship)

Company or Recruiter	Computers 4 Us
Industry	Internet
Function	Database Manager
Location	Warren, Ohio
Position Level	Entry Level
Position Type	Summer Internship
Intern Paid	No

- **OPPORTUNITY**

This is the ideal position for a motivated, quick learner who is goal-oriented and enjoys working in a fast-paced environment.

POSITION

Database Manager will create, maintain and manipulate various types of lists for specific marketing purposes, gaining invaluable experience using Excel, Access and additional web design software that support our initiatives. Specific responsibilities include:

- Design, distribute and track database mailings, contacts and marketing materials
- Manipulate data for marketing purposes
- Support projects and initiatives for Computers 4 Us in Training, Repair and Graphics/Website Design
- Knowledge of basic database management and structure a must.
- 3-month commitment, with minimum of 8-10 hours per week.
- Specific internship positions may be available on a year-round basis.

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APPLICATION

STUDENT INFORMATION

NAME (last, first, middle) _____

CURRENT ADDRESS _____

CURRENT TELEPHONE _____ DATE OF BIRTH ____ / ____ / ____ M __ F __

SCHOOL, COLLEGE OR UNIVERSITY

Name _____

Major _____ GPA _____

Expected Date of Graduation _____

Approximate Dates of Availability for Internship _____

I am applying for:

Internship _____ Administrative Assistant _____ Computer Repair Technician _____ Database Management _____

Website Design _____ Girl's Voices Program _____ (Ages 7-13)

SPECIAL SKILLS (Attach resume, if applicable)

Computer Skills

Office Skills

