



## Colgate Cares Day – Job Description Essential Skills™

### Introduction

Many professional careers require a few years of experience along with the educational and technical requirements to be hired. Attached is an actual job description for an IT Marketing Intern. Internships with companies and organizations are a great way for students to acquire the experience needed while also attending school.

The focus of this activity is on identifying the Essential Skills™ that employers are looking for in employees, in addition to the education and experience.

### Materials

- Copy of the attached description for each student or pair of students.
- Highlighter or pen/pencil/marker. Students can also complete this electronically with a digital highlighter.

### Instructions

- Review with students the Essential Skills™ of Goal Setting, Teamwork, Leadership, Agility, Perseverance, and Networking. This will provide the students with a basis to identify the Essential Skills™ embedded in the job description.
- Distribute a copy of the job description to each student or a pair of students.
- Explain to students their task is to identify the different Essential Skills™ that are described in the job description. Reinforce with students that the description of the Essential Skills™ may be found in wording that describes what the Essential Skill™ is. For example: “completed course work, projects,” may describe the skills of perseverance or agility.
- Give the students 10-15 minutes to complete the assignment. Students can use different colored highlighters, crayons, and or colored pens/pencils to identify each Essential Skill™. If students only have one color instrument, they can write the initials of the Essential Skill™ (GS, TW, L, A, P, N) next to each statement.
- After students have had time to complete the activity, have them or each group of students report out by sharing the Essential Skills™ they found. Also have the students explain what the Essential Skills™ they identified mean.
- Bring closure by connecting the Essential Skills™ identified in the job description with the nature of the job. In the IT Marketing Intern description, assist students in drawing a connection to the experience they are attaining from the internship and how it supplements their academic preparation.

### Take it from here

- You can copy additional job descriptions from the Colgate Palmolive career site at <https://jobs.colgate.com>.
- If you know your virtual mentor’s position before the session, you can download his/her job description and use that one for the lesson.
- You can also use this lesson as a follow up to the session by downloading a job description similar to the position your mentor had and then follow the steps above.
- With your students, create a list of questions they want to ask their mentor during the upcoming Virtual Mentoring activity.



## EXAMPLE

### IT Intern - Marketing

[APPLY NOW »](#)

**Date:** Aug 26, 2021

**Location:** Piscataway, NJ, US

No Relocation Assistance Offered

# 86434 - Piscataway, New Jersey, United States

Colgate-Palmolive invites applications for the position of Marketing Intern for the Global Information Technology (GIT) organization. This candidate will join the GIT Marketing team to help with administration of applications and troubleshoot issues that directly impact the performance and reliability of the global data center. \*This position is temporarily remote\*

The Marketing team supports solutions responsible for automation, alerting, reporting, and improving websites, software, and network equipment located globally. This position involves working on applications such as Catchpoint, Akamai, and Splunk. Also, troubleshooting and proposing possible solutions across application catalog, collaborating with our 2nd level support and operations team to develop new alerts, and participate in projects within a cross-functional team environment. This candidate will have the opportunity to participate in some of the research projects and analyze the tools' features.

#### Responsibilities include:

- Technical BA with HTML, CSS, and some JavaScript experience
- Provide Business Analysis for new functional evolution of our Dragonfly Platform
- Provide support and reporting for our Dragonfly Platform dev ops reporting
- Learn advanced Agile methodology and Martech analytics technologies

#### This position requires the following qualifications:

- Currently enrolled in a Bachelor's program in Computer Science, Information Technology, Business/IT Systems Management, or a similar discipline
- A current GPA 3.0 or above
- Documentation of authorization to work in the US and not requiring visa sponsorship now or in the future
- Availability to work a minimum of 15 hours per week
- A basic understanding of website technology and/or enterprise databases and Windows/Linux operating systems monitoring
- Technical knowledge and skills, completed course work, projects, or relevant work-related experience
- A curious learner and self-motivator
- Able to communicate effectively and collaborate in a team environment

#### Equal Opportunity Employer

*Colgate is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, ethnicity, age, disability, marital status, veteran status (United States positions), or any other characteristic protected by law.*



**ESSENTIAL  
SKILLS™**

NETWORKING



Are you interested in working for Colgate-Palmolive?

You can apply online and attach all relevant documents such as a cover letter and resume or CV. Applications received by e-mail are not considered in the selection process. Become part of our team. We look forward to your application.

Colgate-Palmolive is a leading global consumer products company, tightly focused on Oral Care, Personal Care, Home Care and Pet Nutrition. Colgate sells its products in over 200 countries and territories around the world under such internationally recognized brand names as Colgate, Palmolive, elmex, Tom's of Maine, Sorriso, Speed Stick, Lady Speed Stick, Softsoap, Irish Spring, Protex, Sanex, Elta MD, PCA Skin, Ajax, Axion, Fabuloso, Soupline and Suavitel, as well as Hill's Science Diet and Hill's Prescription Diet.

For more information about Colgate's global business, visit the Company's web site at <http://www.colgatepalmolive.com>. To learn more about Colgate Bright Smiles, Bright Futures® oral health education program, please visit <http://www.colgatebsbf.com>. To learn more about Hill's and the Hill's Food, Shelter & Love program please visit <http://www.hillspet.com>. To learn more about Tom's of Maine please visit <http://www.tomsomaine.com>.

Reasonable accommodation during the application process is available for persons with disabilities. Please contact [Application\\_Accommodation@colpal.com](mailto:Application_Accommodation@colpal.com) with the subject "Accommodation Request" should you require accommodation.