

## Externship Overview – Comcast NBCUniversal



### **ORGANIZATION & EXPERIENCE OVERVIEW**

Comcast Corporation, one of the nation's leading providers of entertainment, information and communications products and services, is the owner of NBCUniversal, which owns and operates entertainment and news cable networks, the NBC and Telemundo broadcast networks, local television station groups, television production operations and a major motion picture company and theme parks.

**PARTNER:** Comcast NBCUniversal

**INDUSTRY:** Media and Communication

**LOCATION:** Virtual, HQ in Philadelphia, Pennsylvania

**DATES:** TBD

### **JOB DESCRIPTION/RESPONSIBILITIES**

Comcast NBCUniversal is seeking participants who are passionate about working on a team in problem solving situations while displaying creativity. Externs will be offered Sales/Marketing, Technology, Broadcasting/Production, Human Resources, Retail, and Finance opportunities to further expand their career avenue ideas.

This rotational program is designed to give externs a broad view of Comcast NBCUniversal departments, in hopes that externs will be able to narrow down their career choices. The extern will engage in one-on-one mentoring to guide them on their journey. Externs will also have the opportunity to enhance their leadership and professional skills by engaging with leaders from the offered departments, where they will practice their presentation, management, and creative skills.

### **SCHEDULE OVERVIEW**

Externs will be part-time, working Monday – Thursday, the program length time will be determined soon. On a daily basis, externs will participate in team meetings and other calls to discuss and plan upcoming projects.

## **DESIRED SKILLS/QUALIFICATIONS**

Comcast NBCUniversal is seeking individuals that are eager to engage in the externship while showing an interest in the offered departments. Extern expectations include:

- Time management skills needed in managing various projects and activities
- Effective communication skills need to engage with employees and representatives
- Customer service skills needed to interact with clients
- A motivated attitude towards enhancing their professionalism and work place etiquette
- Driven and accountable in completing assignments and daily tasks