

Markkula Center for Applied Ethics
2024 Business Ethics Internship Opportunities
Intel - Ethics and Legal Compliance Project Assistant

Job Title: Project Assistant – Ethics, Legal and Compliance

Job Scope:

- **Email and Social Media Management:**
 - Monitor ELC email accounts and social media channels daily.
 - Ensure legal compliance and consult with ethics and ACDD for guidance.
 - Manage inquiries and triage as necessary, being part of the distribution list to the Ethics inquiry line.
- **Documentation and Communication:**
 - Update various web-based FAQs and organize legal compliance program documentation.
 - Retrieve and publish monthly training records.
 - Assist with annual summit web page and marketing support.
- **Online Presence Management:**
 - Create and implement processes for refreshing and validating E&C webpage content.
 - Manage the website maintenance process with InfoSys.
 - Support the maintenance of the ELC SharePoint site.
- **Presentation and Record Organization:**
 - Organize ELC presentations for easy retrieval and reuse.
 - Support the Business Champion community by updating the website, rolling up dashboards, and maintaining a BKM repository.
- **Ethics Culture and Anti-Corruption Support:**
 - Support the rollout of the Ethics Culture Survey and manage the distribution of results.
 - Gather stakeholder input for revisions to the Anti-Corruption course and assist with a vendor RFP.
- **Collaboration and Training Support:**
 - Identify and develop GCT online collaboration tools.
 - Assist with the development and deployment of training reminders.
- **Communication Campaigns:**
 - Assist with the creation of communication campaign content, including text, slides, graphics, and animation.
- **Recognition and Corporate Legal Communications:**
 - Manage quarterly ethics recognition thank-you emails.
 - Monitor the inbox for any follow-up activities.
 - Manage Corporate Legal communications with respect to NEO CoC disclosures.

This role requires a proactive and detail-oriented individual who can effectively manage various responsibilities related to ethics, compliance, communication, and online presence. The Ethics and Compliance Coordinator plays a crucial role in supporting the organization's commitment to ethical practices and compliance standards.