



Please use this as an example for your EagleShadow position description:

Description:

The Digital Design EagleShadow experience will provide student participants with exposure to a day-in-the-life working in social media marketing and digital strategy. Selected EagleShadow student participants will observe meetings with clients, creative development of materials, editing/revising content for websites as well as general management tasks as this position supervises two interns.

Students should arrive at 8:00am at 123 Eagle Street, Tallahassee, FL 32308. Please wear business casual – no jeans. Our company is happy to provide lunch for you. We will conclude around 5:00pm.

Feel free to provide a tentative agenda (of course, subject to change.)

8:00-9:00 a.m.	Arrival and Introductions with Carrie White, AE
9:00 a.m.	Team Meeting
10:00 a.m.	Tour of Firm and meeting team members.
10:30am	Shadow team members.
11:30am	Time for questions and feedback.
12:00 p.m.	Break for Lunch with Company Staff.
1:15 p.m.	Introduction to individual Account Executive/ In the field work.
3:30 p.m.	Review of office technology and processes.
4:30 p.m.	Time for questions and feedback.
5:00p.m.	Departure