



NOTA DINAS

Nomor : ND-293/UN2.PKHA.1/PDP.00.06.03/2022

Yth. : Manajer Bidang Kemahasiswaan Fakultas (terlampir)  
Dari : Kepala CDC-UI  
Perihal : Penyampaian informasi lowongan magang

Bersama ini kami sampaikan bahwa sehubungan adanya kerjasama magang antara CDC-UI dengan perusahaan **Whizzup, Taptalk.io, MIB Group, Mercari, Gear Up, dan TalentLink**, maka kami bermaksud menyampaikan informasi tersebut kepada mahasiswa di fakultas Bapak/Ibu. Berkenaan hal tersebut kami mohon dengan hormat bantuan Bapak/Ibu untuk dapat mengumumkan informasi ini (leaflet dan *caption* terlampir) melalui *platform digital* dan media sosial Fakultas atau jaringan langsung kepada mahasiswa.

Demikian yang dapat kami sampaikan. Atas perhatian dan kerjasama yang baik kami ucapkan terima kasih.

16 Maret 2022

Kepala CDC-UI



Prof. Dr. drg. Sandra Fikawati, MPH  
NIP196305181992022001

Lampiran

No. : ND-293/UN2.PKHA/PDP.00.06.03/2022

Tgl. : 16 Maret 2022

Nama Fakultas	Jabatan
Fakultas Teknik	Manajer Kemahasiswaan & Alumni
Fakultas Hukum	Manajer Kemahasiswaan dan Alumni
Fakultas Ekonomi dan Bisnis	Manajer Kemahasiswaan
Fakultas ISIP	Wakil Manajer Kemahasiswaan
Fakultas Ilmu Komputer	Manajer Kemahasiswaan dan Hubungan Alumni
Fakultas Ilmu Administrasi	Manajer Pendidikan dan Kemahasiswaan

Lampiran

Poster dan Caption Lowongan Magang

## 1. WHIZZUP



The poster is for Whizzup, featuring a blue header with the company logo and a large blue banner with the text 'WE ARE HIRING!' and 'ACCOUNT EXECUTIVE / MARKETING (INTERNSHIP)'. Below the banner, it states that Whizzup is seeking bachelor degree holders or students for a Marketing Internship. The office location is at PuloGadung Trade Center #8B 52-53, East Jakarta. A box titled 'QUALIFICATIONS & BENEFITS' lists requirements such as a Bachelor Degree, willingness to work from the office or home, and knowledge of Google Workspace. It also mentions a 3-6 month period with allowance and a chance to be hired as staff. At the bottom, it states Whizzup is an Equal Opportunity Employer and provides an 'APPLY NOW' button with email and subject line instructions. An illustration of a person working at a desk is on the right.

**jj x Whizzup**

# WE ARE HIRING!

**ACCOUNT EXECUTIVE / MARKETING  
(INTERNSHIP)**

Whizzup is seeking for a bachelor degree or students to join us as Marketing Internship at Whizzup Indonesia, for working experience and learning all about marketing in the advertising industry.

Office location is at PuloGadung Trade Center #8B 52-53, East Jakarta

### QUALIFICATIONS & BENEFITS

- Bachelor Degree or Students from Management, Communications or related field.
- Willing to work from the office and from home.
- Willing to learn about the Digital Advertising Industry.
- Able to use Google Workspace (Doc, Slide & Sheet).
- 3-6 months period, will receive allowance for working from the office only.
- Intern with excellent performance will have the opportunity to be hired as a staff.

Whizzup (JJ Group) is an Equal Opportunity Employer that is committed to inclusion and diversity. We also take affirmative action to offer employment and advancement opportunities to all applicants, including minorities, women, and individuals with disabilities.

**APPLY NOW**

 **Email To:**  
hari@whizzup.com

**Subject:**  
AEI\_Your Name



### Caption:

*WHIZZUP is open for 1 internship position: Account Executive/Marketing Internship*

*Read the posters carefully for qualifications and how to apply for the position.*

## 2. Taptalk.io



Send your CV to [recruitment@taptalk.io](mailto:recruitment@taptalk.io)  
with subject [Partnership Intern\\_name](#)



Send your CV to [recruitment@taptalk.io](mailto:recruitment@taptalk.io)  
with subject [Business Analyst Intern\\_name](#)

### Caption:

*We are Looking for Partnership Intern & Business Analyst Intern*

#### Partnership Intern

##### *Job Description:*

- 1. You will learn to develop/improve your research skill, pitch your ideas & help with brainstorming session.*
- 2. You will be doing outbound reach to distributors, partners, and other companies needed.*
- 3. You will join a fast growing company with a young and flexible team in planning, conducting, and reviewing tasks as well as targets together.*

4. You will learn how to plan out your tasks. Starting from the outreach of partners, meeting and lobbying, closing, and maintaining relationships to create the best environment so that both the company and partners can grow together with different partners from different parts of the world.
5. Weekly reporting and analysis of tasks given.

**Qualifications:**

1. 3rd Year Student/ Final Year Student/ Fresh grad
2. Having a strong sense of responsibility and eagerness to learn
3. Result oriented

**Business Analyst Intern**

**Job Description:**

1. You will learn to develop/improve your research skill, pitch your ideas & help with a brainstorming session.
2. You will research, collect, analyze, and interpret data, and use the data to guide the business's decision-making.
3. You will join a fast-growing company with a young and flexible team in planning, conducting, and reviewing tasks as well as targets together.
4. You will be crunching and collecting information from available sources.
5. You will be writing weekly and monthly reports for sales and project progress.

**Qualifications:**

1. 3rd Year Student/ Final Year Student/ Fresh grad
2. Having a strong sense of responsibility and eagerness to learn
3. Strong analytical skills, high initiative
4. Result oriented

### 3. MIB Group



**INTERNSHIP**

## **We're Hiring!**

**March 2022 – June 2022**

### **Legal Intern**

Kickstart your career in the industry and develop key skills and expertise by working alongside professionals. Here in MIB, we aim to create positive impacts and sustainable values on businesses and society. Join us today!

MIB is a group of certified and registered professionals in Indonesia, where each member has a unique set of skills and expertise.

mib.group mibglobalgroup



[www.mib.group](http://www.mib.group)

## Benefits

- Work Experience
- Opportunities for Direct Hire
- Remuneration
- Coaching and Career Development
- Networking

## Requirements

- Preferably in the final year of a bachelor's degree program majoring in Law
- Strong Academic Records, proven by a minimum GPA 3.00 (out of 4.00)
- Excellent written and strong verbal communication skills in English
- Active track records in organizational activities
- Exposures in related field is an advantage

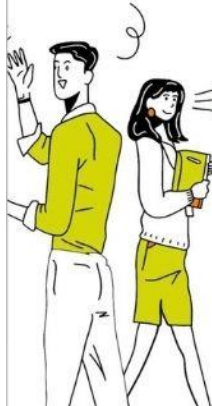
## How to Apply

- Applications should be sent to [careers@mib.group](mailto:careers@mib.group) by **13 March 2022 at 23.59 WIB** at the latest with subject **"Internship - Legal - [Full Name] - [University]"** by attaching the following documents:
  - Application Letter
  - Resume
  - Current Academic Transcript
  - Motivational Essay (700-1000 words illustrating yourself, plan for the next five years, and your motivations for applying to this position)



### Example

Subject: Internship - Legal - John Smith - Universitas Indonesia



## INTERNSHIP

# We're Hiring!

March 2022 - June 2022

### Tax Services Intern

Our internship program gives you the opportunity to implement your knowledge in the professional world and to develop your skills for your future career.

MIB is a group of certified and registered professionals in Indonesia, where each member has a unique set of skills and expertise.



## Benefits

- Work Experience
- Opportunities for Direct Hire
- Remuneration
- Coaching and Career Development
- Networking

## Requirements

- Preferably in the final year of a bachelor's degree programme majoring in Fiscal Administration
- Strong Academic Records, proven by a minimum GPA 3.00 (out of 4.00)
- Excellent written and strong verbal communication skills in English
- Active track records in organizational activities
- Exposures in related field is an advantage



## How to Apply

- Applications should be sent to [careers@mib.group](mailto:careers@mib.group) by 13 March 2022 at 23.59 WIB the latest with subject "Internship - [your preferred position] - [full name] - [university]" and attaching these following documents:
  - Application Letter
  - Resume
  - Current Academic Transcript
  - Motivational Essay (700-1000 words illustrating yourself, plan for the next five years, and your motivations for applying to this position).



### Example

Subject: Internship - Accounting - John Smith - Universitas Indonesia

## Caption:

*Hello, Jobseekers!*

*MIB is currently opening an internship position for the Tax Services and Legal department.*

*Kickstart your career in the industry and develop key skills and expertise by working alongside professionals. Here in MIB, we aim to create positive impacts and sustainable values on businesses and society.*

*Apply through [careers@mib.group](mailto:careers@mib.group) and join us today!*

## 4. Mercari

**mercari**

**SOFTWARE  
ENGINEER  
ONLINE  
INTERNSHIP**

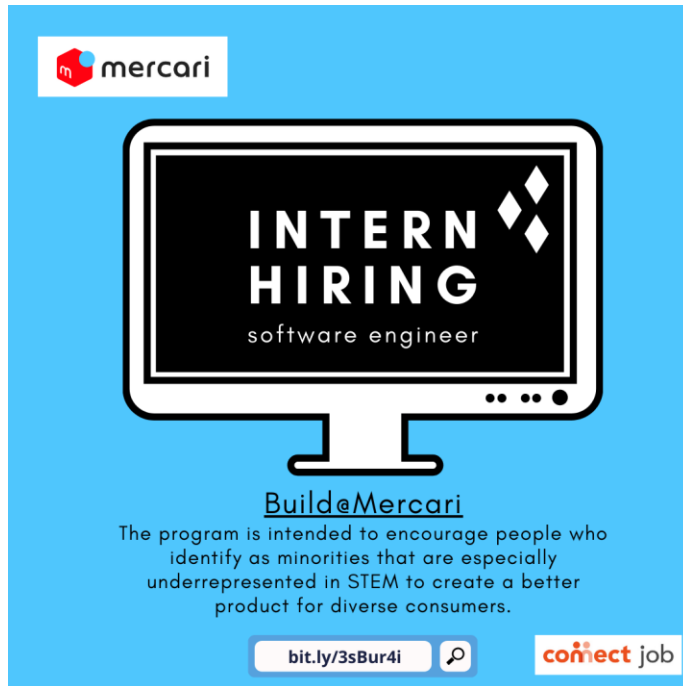
Build@Mercari

**Who is Mercari?**  
Japan's Largest C2C Marketplace App company

**Hourly wage**  
2,300 JPY

**connect job**





**Caption:**

*Mercari, a rapidly growing global company, is hiring IT engineer interns for this summer!*

*Please check the details as follows, and you won't miss this great opportunity!*

*Apply now! <https://bit.ly/372FDOX>*

*Deadline: Thursday, March 31st, 2022 06:00 pm JST*

*Who is Mercari?*

*Mercari is a Japan-based company with the mission of "create value in a global marketplace where anyone can buy & sell." Having continuously worked toward this goal since our founding in 2013, we are now transforming from a startup into a global player. While this transformation brings its own specific set of challenges, we believe that solving them one after another will allow us to fully achieve our mission. Are you interested in working together to take on these exciting challenges?*

*Internship Program: Build@Mercari*

*Build@Mercari is a training program targeting software engineers that is provided by the Mercari Group. The program provides opportunities for skill training and an internship intended for people who for any number of reasons have not received certain opportunities in life. The program is intended to encourage people who identify as minorities that are especially underrepresented in STEM (science, technology, engineering, and mathematics) and IT fields, such as women and other communities \*More details from here !*

*Process & Schedule:*

*1st~31th March*

*-Application from Connect Job :*

*1st~8th April*



- Coding test (1) (For the Build Training Program)
- Document screening (1) (For the Build Training Program)

*Mid April*

- Result of the document screening

*6th~31st May*

- Participation in the Build Training Program

*June~July*

- Coding test (2) (For the Build Internship)
- Document screening (2) (For the Build Internship)
- Interview (scheduled for two rounds)

*Aug~Sep*

- Participation in the Build Internship

*Estimated salary : -2,300yen/h*

*Deadline : Thursday, March 31st, 2022 06:00 pm JST*

*Apply now! <https://bit.ly/372FDOX>*

*We are looking forward to receiving your application.*

## 5. Gear Up






We are a startup-focused brainstorming & partnership program aimed to provide one-on-one customized assistance for early-stage startups based in Jakarta.

#### Our Portfolio

- **Friday Creamery:** Indonesia's leading low-calorie ice cream brand
- **PropertiNext:** Data-driven property platform
- **Vinmo:** Indonesia's latest earned wage access platform

#### Learn More

 <https://gearup.network>

 [instagram.com/gearup.network](https://www.instagram.com/gearup.network)

 [linkedin.com/company/gearup-network](https://www.linkedin.com/company/gearup-network)



## Digital Marketing Intern

#### **Job Description :**

- Develop, implement and manage our social media strategy
- Plan, create, publish and share new content (including original text, images, video and code) on our social media like Instagram, LinkedIn, Spotify.
- Capture and analyze the appropriate social data/metrics, insights and social media
- Make a good relationship with the social through social media like reply message
- Managing daily activities and maintaining social media to increase interaction and engagement
- Make design for our social media content

#### **Job Requirements:**

- Preferred Final Year or Bachelor of Communications, Marketing, Business, Public Relations
- Fluency in English
- Have good knowledge on social media platform like Instagram, LinkedIn, etc
- Creative and excellent in communication & writing skill
- Have experience in Design like Canva & Adobe Photoshop is an advantage
- Capability to produce content on time, with attention to details, highly proactive, and critical
-



## Content Writer Intern

### Job Description :

- Develop optimised content for websites
- Conduct simple keyword research and use SEO guidelines to increase web traffic
- Continually check search terms, rankings and analytics to monitor the performance of websites and make recommendations for improvement

### Job Requirements:

- Bachelor of Communications, Marketing, Business, Public Relations
- Fluency in English
- Have an excellent communication & writing skill
- Understanding basic of SEO
- Familiar with Entrepreneurship
- Collaborative and proactive Experience is a required



## Community and Partnership Intern

### Job Description :

- Goal: Partnership and network building
- Find potential companies that has prospect to be Gear Up's official community network
- Build relationship with prospective partnership
- Come up with mutually beneficial partnership angles
- Find potential Partnership that has prospect to be Gear Up

### Job Requirements:

- Excellent Power Point, Presentation and design skill
- Outgoing, creative, and problem-solving mindset
- Previous experience in marketing, partnership or other relevant background is preferred
- Having previous experience in media relation will be good
- Excellent and persuasive communication skills both Bahasa Indonesia and English
- Willing working hybrid in Jakarta



## Graphic Design Intern

As **Graphic Designer Intern**, you will develop and execute creative design for brands, marketing and company content purposes.

What we are looking for :

1. Final year or Bachelor of Design / DKV or related major
2. Familiar with editing tools (Photoshop, Illustrator, Adobe Premiere, etc)
3. Able to work independently and proactively in a team
4. Detail oriented person



## Submission Guidelines

- Please submit before 31 March, 2022
- Please submit your application to [opportunity@gearup.network](mailto:opportunity@gearup.network)
- Subject: [Chosen Role] – [Your Name]
- Required documents:
  - One page resume
  - Any other supporting material (e.g. portfolio)

### Caption:

*Hi Everyone, Gear Up is looking for:*

1. *Digital Marketing Intern*
2. *Content Writer Intern*
3. *Community & Partnership Intern*
4. *Graphic Designer Intern*

*If you're interested to join, please apply to [opportunity@gearup.network](mailto:opportunity@gearup.network) with subject: Role – Name*

## 6. TalentLink



# Summer Internship Programme

May - August

The poster is for a 'Summer Internship Programme Briefing Session'. It features the logos of BESTTOP and TalentLink at the top, along with the text 'Free Live Webinar'. The main title is 'Summer Internship Programme Briefing Session' in a purple box. Below this, it says 'GAIN VALUABLE SINGAPORE INTERNSHIP EXPERIENCES THIS SUMMER' and '8PM, 24 Mar 2022 (Thursday)'. A list of topics includes: 'Know emerging job market trends in 2022', 'Understand the Singapore industry landscape', and 'Learn effective ways to accumulate overseas internship experience'. There is an illustration of two people at a desk. At the bottom, it introduces the speaker, Tony Jin, Co-founder & CEO of BestTop, and includes a QR code for registration.

**△ BESTTOP | TalentLink** Free Live Webinar

**Summer Internship Programme Briefing Session**

**GAIN VALUABLE SINGAPORE INTERNSHIP EXPERIENCES THIS SUMMER**

**8PM, 24 Mar 2022 (Thursday)**

**Topics:**

- Know emerging job market trends in 2022
- Understand the Singapore industry landscape
- Learn effective ways to accumulate overseas internship experience

**Speaker: Tony Jin**  
Co-founder & CEO of BestTop  
Business Development of TalentLink  
CEI (KAH) & ACLP

Scan for Registration

### Caption:

*Following a successful run of Lunaris – Winter Internship Programme, we wish to let you know that we have started preparation for our Summer Internship Programme, and some information is ready to be shared with you!*

*Here is the link to our webpage to share for viewing and registration – <https://www.talentlink.org/solaris2022>*

*Programme Period: May 2022 to August 2022*

*Programme Fee: est. 6,350,000 IDR (600SGD)*

*Deposit: est. 920,000 IDR (87SGD) (included in the fee)*

*Lastly, we have planned to conduct a Sharing Session, open to all universities students to attend on 24th March (Thursday), at 20:00 (SGT). Here's the upcoming Summer Internship Sharing Session information:*

*Zoom Detail:*

*You are invited to a Zoom meeting.*

*When: Mar 24, 2022 08:00 PM Hong Kong SAR*

*Register in advance for this meeting:*

*[https://us06web.zoom.us/join/register/tZMod-rpzIiHtF4Es1ykt\\_1Ei1GYTb1X9ZF](https://us06web.zoom.us/join/register/tZMod-rpzIiHtF4Es1ykt_1Ei1GYTb1X9ZF)*

*After registering, you will receive a confirmation email containing information about joining the meeting.*