Position Description

The Communications & Marketing Student Intern provides support for the many projects and activities of the Office of University Writing. We are especially interested in those with long-term career interests in communications and marketing, digital media, and technology. The successful candidate must have strong writing, organizational, and time management skills. Must be able to work within deadlines, manage multiple assignments, collaborate effectively with others, and work independently. Candidates should have an interest in and experience with navigating media of all kinds and be comfortable using Adobe Creative Cloud. Motivation and ability to learn additional tools is essential. Experience with graphic design and ability to shoot and edit photos and videos is a plus. Competency with or ability to quickly learn basic web design/coding is preferred.

Responsibilities:
In collaboration with others, students may assist with the following tasks:
- Development of print and digital media such as web pages, signage, digital displays, email campaigns, videos, etc.
- Writing copy for promotional materials, event announcements, newsletters, etc.
- Management of social media outlets, including content cultivation, planning, posting, and monitoring
- Event planning, preparation, setup, and tear down

Internship Commitment and Compensation Information

Time Commitment: Students are expected to work between 8-10 hours/week for one semester. Weekly schedule will be determined based on student availability during regular business hours. Renewal is possible.

Compensation: ePortfolio Student Interns will receive an hourly wage of $10. Class credit may also be available.

Application

Candidates from Business, Marketing, Public Relations, Mass Communications, Journalism, or English programs, or those with relevant experience and interest are invited to apply. Send the following information in a single PDF to Tricia Dozier at tricia.dozier@auburn.edu:
- Letter of interest
- Resume/CV
- Writing sample
- Design sample with cover document outlining software used, purpose of piece, and intended audience
- Contact information for two professional references

Deadline

This position is open until filled. Review of applications begins November 1 for spring internships and April 1 for fall internships (when position is not continuing from previous semester). Contact us to discuss possible summer positions.

Contact Information

Tricia Dozier, Communications & Marketing Specialist III
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