Office of University Writing  
Communications & Marketing Internship

Intern Title: Communications & Marketing Student Intern

School/Program Preference: Business, Marketing, Public Relations, Mass Communication, Journalism, English, or relevant experience and interest

Office/Department: Office of University Writing/Provost Office  
Contact Name: Matthew M. Werner, Communications & Marketing Specialist  
Contact Email: matthew.werner@auburn.edu  
Contact Phone: (334) 844-7463  
Office Website: www.auburn.edu/writing

Length of Assistantship: One semester, minimum. Renewal is possible, so this position may not be filled every year.

Position Description

The Communications & Marketing Student Intern provides support for the many projects and activities of the Office of University Writing, the Miller Writing Center, and the ePortfolio Project. We are especially interested in those with long-term career interests in communications and marketing within higher education, digital media, and technology.

The successful candidate should have an interest in and experience with navigating media of all kinds, including print, digital, and social. Must be able to work within deadlines, manage multiple assignments, and collaborate effectively with others.

The successful candidate will be comfortable using a variety of software, including Microsoft Office and Adobe Creative Cloud (or similar software). Motivation and ability to learn additional tools are essential. Experience with graphic design is a plus. Competency with or ability to quickly learn basic web design/development is preferred.

Responsibilities may include:

1. Assist in management of social media outlets for the OUW, including but not limited to Facebook, Twitter, and Instagram
2. Gather information to update OUW social media outlets with stories of interest to current students and faculty
3. Gather and interpret communications and marketing metrics related to campaigns, websites, and videos
4. Assist in development of print and digital media, including web graphics, videos, posters, flyers, publications/journals, brochures, ads, and programs
5. Develop other special projects of interest related to the OUW mission

Time commitment: 10 hours/week

To apply: Send a letter of interest and resume with contact information for at least two professional references to matthew.werner@auburn.edu. 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 the previous year). Please contact us to discuss possible summer positions.