Communication/Marketing Intern
Position Description
Summer 2017

The College of Arts & Sciences at the University of North Dakota is the bedrock of the University providing a broad range of programs to support student learning. We’ve recently relocated to new space and are looking for a communication/marketing intern to develop signage and other marketing in the building. We have a significant amount of space in the building for sharing information including digital screens and bulletin boards and we hope to find a great student with communication and marketing interests to develop content for those spaces.

Summer 2017 semester dates: May 15 – August 10
Schedule is flexible and may be condensed; credit hours are negotiable as well.
Note: This internship is not a paid internship, but UND credit is available.

Internship Supervisor: Tanya Butler tanya.butler@UND.edu 701.777.6240 office 701.213.3113 cell, text okay

SCOPE OF WORK:
The scope of work will include, but is not limited to: inventory of available marketing opportunities in Columbia Hall, develop and implement a marketing and media campaign to including content and design pieces, and create a marketing and media plan for academic year 2017-2018 to support recruitment and development goals of the College. Other duties may include social media management and event planning. Work may also include research and writing for reporting or marketing documents that support the goals of the College. Attendance at events may be necessary.

GOALS for Intern:
You should expect real-world experience to develop professionally and think strategically. You can expect to gain a better understanding of organization policies and learn to create work within the parameters of such policies. You are encouraged to be innovative to cultivate new ideas and to implement those ideas through problem solving, communication and creativity.

QUALIFICATIONS:
Professional, creative, innovative, thoughtful, dependable, responsive. The internship is diverse and flexible so being able to multi-task and problem solve are essential. As the communication/marketing intern, you’ll need to collaborate with team members, but should expect to do the greater part of your work independently. Some graphic design work will be required so experience with InDesign and/or Photoshop or other graphic design software is necessary.

Candidates should submit a sample and description of a design project along with a resume to Tanya Butler at tanya.butler@UND.edu.

PROFESSIONALISM:
The Communication Intern is an emerging leader representing the College of Arts & Sciences and is expected to maintain a level of professionalism at all times while representing the College of Arts & Sciences. This includes being responsive and on time, appropriately dressed, and a positive, friendly attitude.