**College of Social and Behavioral Sciences**

**School of Communication Phone: 928-523-2232**

**PO Box 5619 Fax: 928-523-1505**

**Flagstaff, AZ 86011-5619**

**Internship Information Guidelines**

Thank you for your interest in providing one of our students with an internship. Please provide the following information so that we can publish this information in several locations accessible to interested students. Please feel free to respond on this form and send it back to us via email at school.communication@nau.edu. Please copy Norm.Medoff@nau.edu and Kimberly.Mitchell@nau.edu on this email.

Organization offering internship: Coconino County Public Works (CCPW)

Contact information (name/address/): Lucinda Andreani, Deputy Director, CCPW, LAndreani@coconino.az.gov

(o) 928-679-7166
(f) 928-679-8301

**When internship is to take place** (Fall, Spring, Summer, Ongoing): Ongoing

**Type of Internship Offered** (Internship Title and Responsibilities):

Public Works Community Relations/Communications Intern

**Paid/Unpaid** (if paid, please put type of payment e.g. stipend or salary): Paid/Salary

**Total number of hours of work per week**: Up to 10-15 hours per week; hours/week can vary depending upon student’s schedule and Public Works’ projects

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long): Prefer an on-going relationship

**Special skills required** (e.g. web design, Excel, PowerPoint, etc.):

Prefer a graduate student but will consider a high-performing senior. Excellent writing skills; prefer experience with social media; experience with Microsoft Publisher and Microsoft Office Suite products such as PowerPoint and Word. Desire for public service contact experience.

**Please provide any additional information for interested students:**

Specific Projects:

Develop and implement department-wide communications vehicle (*The Milepost*)

Update various Public Works and Prop. 403 web pages

Write articles for County and external communication vehicles

Prepare materials for public and internal meetings, including handouts and PowerPoint presentations Chronicle meeting events & take photographs

Students must have a minimum of a 2.5 GPA (on a 4.0 scale) and be seniors (89 credit hours) in order to qualify for formal internship credit. Students who have not achieved senior status are able to qualify for formal internship credit on a case-by-case basis.

Thank for your interest in our students. We look forward to working with you.

Norman J. Medoff, Ph.D. Kimberly Mitchell

Professor and Director Assistant Professor

Internship Coordinator Internship Coordinator

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Phone: 928-523-8257 Phone: 928-523-2217