**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](mailto:school.communication@nau.edu). Please copy [Norm.Medoff@nau.edu](mailto:Norm.Medoff@nau.edu) and [Richard.Lei@nau.edu](mailto:Richard.Lei@nau.edu) on this email.

**Organization offering internship**: Flagstaff Downtown Business Alliance

**Contact information** (name/address/): Terry Madeksza ([Terry@Flagdba.com](mailto:Terry@Flagdba.com)) or Brooke Eekhoff ([Brooke@Flagdba.com](mailto:Brooke@Flagdba.com)), 111 E Aspen Ave, Flagstaff, AZ, (928) 275-2655.

**When internship is to take place** (Fall, Spring, Summer, Ongoing): Summer with ability to continue.

**Type of Internship Offered** (Internship Title and Responsibilities): Marketing Coordinator/Community Editor/Advertiser – actively engage the community through social media and web content, blogs, and developing new programs/contests/ideas for social media and community engagement.

Responsibilities include: Responsibilities include: day-to-day management of social media communities including twitter, Facebook and Instagram; develop weekly blog about downtown Flagstaff including business profiles, event previews, upcoming events and other topics; develop new ideas to promote downtown Flagstaff events, businesses and programs; suggest ways to expand social media reach and engage new audiences; and write newsletter and email updates to stakeholders.

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

**Total number of hours of work per week**: 10-15/wk

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long): 12+ more is mutually beneficial.

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.): Degree focused on Public Relations, Marketing, Journalism, Advertising; excellent verbal and written communication skills, proficient in managing social media communications.

**Please provide any additional information for interested students:** We’re looking for someone that is passionate about downtown Flagstaff, and is a self-starter and deadline driven.

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. Richard Lei

Professor and Director Professor

Internship Coordinator Internship Coordinator

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Phone: 928-523-8257 Phone: 928-523-2490