**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: Grand Canyon National Park

Contact information (name/address/): Kirby-Lynn Shedlowski, 928-638-7958, PO Box 129 Grand Canyon, AZ 86023, kirbylynn\_shedlowski@nps.gov

**When internship is to take place** (Fall, Spring, Summer, Ongoing): Fall, Spring, Summer & Ongoing. Start Spring semester- could carry over to the summer.

**Type of Internship Offered** (Internship Title and Responsibilities): Public Affairs Specialist Intern, The intern will be responsible for assisting the public affairs office in daily operations including but not limited to writing news releases, media advisories, responding to media requests, responding to general public information requests, assisting in development of talking points, drafting/editing briefing statements, assisting with Congressional inquiries, assisting with international visitors, and updating Incident Information Center handbook. The intern will be strongly encouraged to take courses (online/classroom if available) in the Incident Command System and Fire Information and maybe asked to assist with any incidents or fires that occur in the park during the course of the internship. This internship will also allow the intern to shadow various divisions within the park for the purpose of understanding how Grand Canyon works. The intern will be supervised by the Acting Public Affairs Officer. The intern will be able to work from the Flagstaff Office of Grand Canyon National Park. Intern should be able to work well without direct/constant supervision, be able to take direction from supervisor by phone/email in addition to in-person meetings. Intern should be self-starter and self-directed.

**Paid/Unpaid** (if paid, please put type of payment e.g. stipend or salary): Unpaid with the possibility of a stipend depending on length of internship.

**Total number of hours of work per week**: minimum 10 hours a week - full time

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long): minimum 12 weeks- possibility of long-term arrangement

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.): Ability to pass a background check, have a valid United States- state issued driver’s license. Must be a strong writer and a good public speaker. Knowledge of PowerPoint, Excel, Word, Google Docs. Foreign language skill not required but helpful.

**Please provide any additional information for interested students:** This internship will be a great opportunity to work in a fast-paced environment of one of the nation’s largest National Parks. Grand Canyon receives approximately 4.5 million visitors a year, averages 12 deaths, numerous search and rescue operations, has an active wildland fire program, reaches thousands of school students across the country, has one of the largest concessions operations in the service, and provides a variety of unique recreational opportunities to visitors. The park employees approximately 200 permanent employees and 300 seasonal or short term employees.

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