**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:**

Museum of Northern Arizona

**Contact information (name/address/):**

Melanie Campbell (Human Resources Manager)

3101 N. Fort Valley Rd, Flagstaff, AZ 86001

928-774-5213, ext 203 mcampbell@musnaz.org

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

Spring, Summer, Fall (possibly ongoing)

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

Development Intern

The intern will be responsible for assisting with internal marketing and public relations type tasks at the museum related to donor/grant maker relations, donor stewardship, fundraising events, funding research and clerical tasks.

**Major Tasks and Responsibilities:**

Provide assistance with

* Event planning and execution
* Website content and updates
* Mailings and other communication with donors
* Donor/grant file organization and maintenance
* Researching potential funding sources

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

Unpaid or Federal Work Study with offer of free housing.

**Total number of hours of work per week**:

10-15 with occasional weekend and evenings for special events.

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

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

* Working knowledge of Microsoft Word, Excel and Publisher
* Ability to responsibly handle confidential and personal information
* Demonstrated experience with organization and attention to detail
* Excellent written and verbal communication skills
* Comfortable with basic database entry

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

Benefits include:

* Federal Work Study compensation if applicable
* Free housing on the MNA campus (as available) provided for the duration of the internship
* Student membership to the Museum of Northern Arizona
* Excellent experience working in a professional, non-profit environment
* College credit, if applicable

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

School of Communication School of Communication

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