**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:**

Northern Arizona Healthcare and Flagstaff Medical Center

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

Megan Roach

1200 N Beaver St

[megan.roach@nahealth.com](mailto:megan.roach@nahealth.com)

928-213-6529

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

Ongoing

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

Communications Intern

* Assist with daily communications department tasks for large healthcare organization
  + Create and distribute internal and external communications, including fliers, power point slides, mass emails, and bulletin board collateral.
  + Monitor local publications and other media for mentions and coverage regarding the organization.
  + Organize and input data related to the organization’s community service hours.
  + Assist the department in preparing for and hosting public and educational events.
  + Other organizational duties as assigned.

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

Paid, stipend

**Total number of hours of work per week**: 20 hours

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

12-16 weeks

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

* Keen attention to detail.
* Excellent written and verbal communications skills.
* Ability to follow directions carefully and check your work.
* Ability to work independently and take ownership of assigned tasks.
* Positive outlook, good work ethic and strong sense of responsibility and commitment to meeting deadlines.
* Desire to gain experience working in a team office environment.
* Excellent computer skills and experience with Word, Power Point, and Excel.
* Basic internet and social media skills.

Any of the following skills are desired but not required:

* Experience working with Trello or other digital production boards.
* Experience working with InDesign.

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

The Communications Intern will work with a diverse team of communication professionals in a fast-paced office environment. While 20 hours a week is ideal, we will consider candidates who can commit to 10 hours a week; stipend commensurate. Please send a resume and a 400 to 500 word writing sample on the topic of your choice.

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