**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 Richard.Lei@nau.edu on this email.

Organization offering internship: Northern Arizona College Resource Center

Contact information (name/address/):

928-523-1803

Cowden Hall

1124 S. Knoles Dr.

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

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

-Update social media accounts with events

-Advertise/publicize workshops and events to the community

-Maintain community calendars

-Create and distribute marketing materials

-Distribute informative emails to multiple Listervs

-Creatively inform community of NACRC events and services with minimal budget

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

**Total number of hours of work per week**: 10 (hours are flexible)

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

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

-Web design

-Familiar with Microsoft Office suite

-Writing proficiency

-Creativity

-Self motivated

Preferred, but not required:

-Video and camera skills

-Photoshop skills

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

The Northern Arizona College Resource Center (NACRC) is a small organization dedicated to providing college access to all of Northern Arizona. An internship with us will provide the student with the fundamentals of providing marketing for a nonprofit organization, as well as the satisfaction of helping low-income and first-generation students find success in their post-secondary pursuits.

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