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**Organization offering internship: SBS Dean’s Office**

**Contact information** (Name/Address/Phone Number):

**Ramona Doerry,** **Ramona.Doerry@nau.edu****, 928-523-0723**

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

Spring 2017 and continued

**Type of Internship Offered**: Marketing and Communication in practice.

* Assist with development of creative concepts and marketing strategies for promoting the College of Social and Behavioral Sciences.
* Assist with graphic design to translate create concepts into print, online, and other collateral materials.
* Develop content for promotional materials including direct mail, email, print and electronic newsletters.
* Create web site and social media stories, medial releases, and other materials as needed.
* Assist with copy and editing for the various promotional materials.
* Maintain and update KEY log as needed.
* Assist in creating, writing and managing several E-Newsletter.
* Work with faculty and staff to develop new ideas for marketing and disseminating information.
* Draft and design flyers, e-invites, and other promotional material for SBS events and programs.
* Takes photographs and video as assigned for the college website, social media, official college events and of scholarship recipients.
* College event planning and support.
* Conducts research as assigned.
* Assist with data entry and updating spreadsheets and databases. Creates reports as requested.
* Evening and weekend work required if events take place.
* Other duties as assigned.

**Compensation (If the internship offers any kind of compensation, please list that here): $10 hourly**

**Total number of hours of work per week**: 16+

**Total number of weeks** (Please note that during the Fall and Spring semesters, a semester lasts 16 weeks, and for the Summer, the semester lasts 12 weeks):

**Special skills required**:

* Background in Marketing, Communication, non-profit management or other related discipline.
* Proficient in Microsoft Suite Office.
* Organized, with an ability to prioritize time-sensitive assignments.
* Familiarity with social networking sites desired, but we will also train.
* Excellent written communication skills.
* Strong creativity.
* Ability to work both independently and as part of a team.
* Strong attention to detail.
* Working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications or Public Relations).
* Knowledge of Adobe InDesign, Photoshop, HTML and graphic design preferred.
* Able to use, navigate and run the major social media platforms
* Ability to effectively communicate professionally, both written and oral
* Self-motivated, good organizational skills, detail-oriented, ability to meet deadlines
* Ability to proof read.
* Ability to problem solve.

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

* Position is to be filled as soon as possible.
* Working hours will be around your schedule.