

University of Nebraska
Newswriting & Public Relations Intern
Job Description

Opportunity & Overview:

The University is seeking a newswriting and public relations intern to join the Office of the Vice President for University Affairs, which manages University-wide activities around external and internal communications, marketing, governmental relations and special events. The intern will report to the Director of Communications and will assist with new and existing communications projects that support the priorities of the Board of Regents, President and senior administrative officers of the University of Nebraska.

The Office of the Vice President for University Affairs supports the activities of all four NU campuses – University of Nebraska-Lincoln, University of Nebraska at Omaha, University of Nebraska at Kearney and University of Nebraska Medical Center.

Primary Duties & Responsibilities

- Report and write news and feature stories for use on www.nebraska.edu and for dissemination to wider audiences, including news media and key external and internal University constituents. Stories will equitably cover all four University of Nebraska campuses and will be tied to the strategic priorities of the University, including college access and affordability, economic development, outstanding academic programs and student success, faculty research, global engagement and extension and outreach.
- Assist with other communications activities, including drafting written content for Central Administration staff; researching and compiling data and other background information; editing written and printed materials for accuracy and flow; proactively identifying and correcting outdated or inaccurate online content; assisting in planning community events; taking informal photographs and identifying opportunities for visual content as they arise; and other projects as assigned.
- Explore and recommend new opportunities to increase the University's engagement on social media.
- Provide communications-relevant support to other University Affairs staff as needed.

Requirements & Skills

- Sophomore, junior or senior student enrolled at the University of Nebraska. Students majoring in journalism, advertising and public relations, or other relevant fields will be given strong preference.
- Excellent writing skills, including familiarity with Associated Press style. Previous newswriting experience is strongly preferred. Proficiency in basic computer skills, including Microsoft Office, is required.
- Willingness to work 20 hours a week in the Central Administration offices in Lincoln for at least two academic semesters, with the opportunity for increased hours during summer and/or holiday breaks if both parties agree.

Requirements & Skills, Cont.

- Ability to manage multiple projects simultaneously and to produce compelling, timely and accurate content.
- Ability to be flexible in a rapidly paced environment, and to be proactive in suggesting new ideas and/or processes that can help University Affairs staff function more effectively.
- Familiarity with and appreciation of the role and mission of the University of Nebraska, including an understanding of the University's structure and four campuses.
- Strong interpersonal skills and an ability to work with a wide range of individuals.

Salary: \$10/hour.

Application Procedure: Apply to the position at <https://careers.nebraska.edu> with an applicant profile and attach a cover letter, current resume and at least five relevant writing samples, scanned together as a single document. If you have questions or need an accommodation in order to apply, please call (402) 472-2111.