

University of Nebraska Central Administration
University of Nebraska Online
Marketing Office Internal Communications and Marketing Intern
Position Description

Duties

The marketing office internal communications and marketing intern will be expected to fulfill the following duties on a regular basis:

- Assist in content development, writing, editing and proofreading of marketing communications including internal communications, email, news articles, web content, advertising, and other formats.
- Assist in the coordination and visual and design execution of internal communications (email and web content); as directed. This may include some graphic design, videography, photography and photo editing.
- Assist with research on competitive programs using the internet, phone or e-mail.

Reporting relationship

The marketing office intern will report to the Marketing Coordinator with the University of Nebraska Online Marketing Office.

Hours

A 15-hour minimum per week with the option for more hours if both parties agree, and with the possibility for additional hours during the summer and other semester breaks. A schedule of working hours is set for each month or per semester. The ability to schedule blocks of time a few days a week is preferred.

Minimum Qualifications

Seeking students who have completed course work in the area of journalism, marketing, advertising, communications, writing, graphic design or related business courses. Experience in design software such as Adobe InDesign, Photoshop, Illustrator, Acrobat etc. is preferable. Candidates should have solid communication skills, be detail oriented, professional, enthusiastic to learn, open to feedback, take responsibility for projects and assertive to share ideas.

Junior-level standing or higher.

To Apply

Send a cover letter and resume to kschneringer@nebraska.edu

Salary

Starting hourly wage is \$12.00 per hour.