

University of Nebraska Central Administration
University of Nebraska High School
Marketing Office Social Media and Communications Intern
Position Description

Duties

The University of Nebraska High School (UNHS) Marketing Office Social Media and Communications intern will be expected to fulfill the following duties on a regular basis:

- Assist in content planning, development, writing, editing, publishing, and evaluation of marketing communications focused on social media, student stories, press releases, and blog/website content. Knowledge of social media management platform, such as Hootsuite, preferred.
- Assist in the planning, execution and evaluation of paid social media campaigns.
- Assist in the coordination and visual and design execution of marketing and social media campaigns as well as communication processes as directed. This may include graphic design, videography, photography and photo editing.

Reporting relationship

The UNHS Marketing Office Social Media and Communications intern will report to the UNHS Senior Marketing Coordinator.

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 amittan@nebraska.edu

Salary

Starting hourly wage is \$12.00 per hour.