



**University of Nebraska  
Marketing and Communications Intern  
Job Description**

**OPPORTUNITY & OVERVIEW:**

The University of Nebraska seeks a marketing and communications student intern to join the University Affairs team. Reporting to the Senior Marketing Associate, the intern will develop a substantial portfolio of work samples, refine their project management skills, and gain a broad range of marketing and communications expertise.

**ABOUT UNIVERSITY AFFAIRS:**

The University Affairs team oversees strategic communications, marketing, events, state and federal government advocacy supporting the advancement of the University of Nebraska system statewide, nationally and internationally.

**PRIMARY DUTIES & RESPONSIBILITIES:**

- Support the development and execution of integrated marketing communications campaigns to reach target audience(s) and obtain desired results using appropriate channels (e-mail, print, web, social media, etc.)
- Assist in monitoring assigned project activities, creation of project timelines and progress with consideration for due dates and deadlines.
- Provide support for other communication activities such as: drafting written content for NU staff, researching/compiling data and background information, assisting in planning community events, etc.
- Assist in reviewing work for grammatical, technical and visual accuracy.
- Explore and recommend new opportunities to increase engagement on social media.

**REQUIREMENTS & SKILLS:**

- Sophomore, junior or senior student enrolled at University of Nebraska. Students majoring in journalism, advertising and public relations, or other relevant fields will be given strong preference.
- Excellent written and oral communication, including familiarity with Associated Press style.
- Proficiency in basic computer skills, including Microsoft Office, is required.
- Willingness to work 20 hours a week at the University of Nebraska system office in Lincoln, with opportunity for increased hours during summer and/or holiday breaks if both parties agree.
- Ability to manage multiple projects simultaneously and to produce compelling, timely and accurate content.
- Ability to be flexible in a fast-paced environment, and to be proactive in suggesting new ideas and/or processes that can help University Affairs team.
- Strong interpersonal skills and an ability to work with a wide range of individuals, including university administration, internal and external constituencies, and vendors; with acuity for customer service and relationship building.

**SALARY:** \$12/hour.

**APPLICATION PROCEDURE:**

Email Steph Pistillo at [spistillo@nebraska.edu](mailto:spistillo@nebraska.edu) and attach a cover letter and current resume. If you have questions or need an accommodation in order to apply, please call (402) 472-2111.