



Web/Digital Content Intern Job Description

OPPORTUNITY AND OVERVIEW:

The University of Nebraska is seeking a web/digital content intern to join the University Affairs marketing team for a 1-year internship spanning the 2019-2020 academic year and the summer of 2020. The intern will report to the Senior Marketing Associate and assist with web and digital content development, implementation and management on the Nebraska.edu website and related digital projects.

ABOUT UNIVERSITY AFFAIRS:

The University Affairs team oversees strategic communications and marketing, events, and state/federal government relations for the University of Nebraska system. The system office supports all four NU campuses and advances NU's reputation locally, nationally and internationally. The office is located in Varner Hall, across from UNL's East Campus in Lincoln.

PRIMARY DUTIES & RESPONSIBILITIES:

- Assist the Senior Marketing Associate in performing written and graphic web content updates on Nebraska.edu sites for University Affairs and other administrative offices in Varner Hall.
- Create branded graphics, resize and optimize images, and assist in written content development for web/digital projects.
- Assist in the storage and management of digital content and graphic assets in NU's Content Management System and internal filing system.
- Track and manage incoming web update requests through University Affairs' project management system.

REQUIREMENTS & SKILLS:

- Junior or senior student enrolled at the University of Nebraska. Students majoring in marketing, advertising and public relations, communications, graphic design or other relevant fields will be given strong preference.
- Experience using Adobe Creative Suite and ability to produce simple design assets and graphics.
- Familiarity with web design, development and Content Management Systems.
- Willingness to work 20 hours a week at the Central Administration offices in Lincoln, with opportunity for increased hours during student holiday breaks, if both parties agree.
- Ability to manage multiple projects simultaneously and to produce content in a fast-paced environment.
- Strong interpersonal skills and an ability to work with a wide range of individuals.

SALARY: \$12/hour

APPLICATION PROCEDURE:

Email Ryan Rothman at rrothman@nebraska.edu and attach a current resume and cover letter detailing previous web/digital content development experience or projects, including platforms used. Applicants should be prepared to present work or project samples if chosen for an interview. If you have questions or need an accommodation in order to apply, please call (402) 472-2111.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

Office of the Vice President for University Affairs

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