**News and Media Relations Internship**

Colorado State University’s Division of University Communications is accepting applications for a multimedia intern for summer and the 2021-22 academic year. The division provides central marketing, media and community relations, design, photography, social and digital media, web, TV and video services for a variety of university clients.

CSU News and Media Relations interns work 10 hours a week, earning $12 per hour. They gain an overarching understanding of the division’s initiatives by telling the university’s branded stories via a variety of communications channels.

Possible job duties:

- Schedule, manage and draft social media posts for the team’s Twitter and Facebook accounts, working closely with CSU’s social media team
- Interview sources and write articles for SOURCE/press releases
- Create social media analytics reports for the team's accounts
- Create analytics reports for CSU media hits/coverage
- Assist with creating and editing photo/video assets as needed
- Design infographics and other imagery as needed
- Attend weekly team meetings
- Other duties as assigned, including helping to maintain media lists and assisting with special events

**Qualifications:** Applicants must be enrolled as a full-time undergraduate or graduate student for the duration of the internship. Candidates with demonstrated skills in social media, taking/editing photos and video, design, the Adobe Creative Suite and writing in AP style are preferred. Interns must also demonstrate all the characteristics of a great CSU community member, including:

- Ram Pride
- Desire to serve the CSU community
- Highly developed and effective communication skills
- Ability to meet deadlines
- Creative spirit and ability to have fun in a professional environment
- Willingness to learn and adapt in a fast-paced dynamic environment
- Maturity and ability to problem-solve
- Willingness to adhere to established professional dress, etiquette, and conduct codes
- Ability to honor required time commitments

**Application process:** Before May 28, applicants should send a current résumé, cover letter and portfolio of work (this could include photos, video, writing samples, design projects and social media) to Joe Giordano at joe.giordano@colostate.edu.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all
final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all federal and state laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.