

Marketing and Communications Intern

The Associate Director of Communications is seeking a Marketing and Communications Intern (graduate or undergraduate student) to aid the strategic communications to advance the department by maximizing the visibility of the department's programs and stakeholders.

This hourly position will help produce, edit, and distribute content across many channels and analyze success through metrics and analytics. The ideal candidate is a strong, detail-oriented writer and editor who can communicate complex ideas accurately and succinctly for various audiences.

Duties

- Write and edit news articles, marketing materials, publications, and other multimedia content.
- Oversee social media management, including creating/scheduling content and reporting analytics.
- Assist with web content management via SiteManager.
- Perform other duties as assigned.

Experience

Required: Excellent interpersonal and strong oral and written communications skills. Critical thinking skills and the ability to exercise sound judgment. Outstanding organizational and planning capabilities; able to work independently to complete projects from start to finish. Experience using social media platforms such as Twitter, Facebook, LinkedIn, and Instagram, preferably for an organization or institution.

Preferred: Experience with content management systems and/or Adobe Products (InDesign, Lightroom, Photoshop). Understanding of higher education and the University of Illinois system.

Knowledge

Required: Working knowledge of marketing and communication activities, e.g., marketing, editing, media, or public relations.

Preferred: Knowledge of AP Style.

This is a paid position for 10 - 20 hours per week with some flexibility to work remotely. To apply, submit a resume, cover letter, and two writing samples (ideally prepared for different media/tactics) to Claire Benjamin at claire@illinois.edu by noon on July 25, 2022.