

Student For-Credit Internship Opportunity – Apply by September 10

Title: For-Credit Internship - Multimedia Communications Assistant

Organization: Colorado State University – Health and Exercise Science Department

Location: Moby B Wing – Shared office in Health and Exercise Science

Number of Openings: 1 per semester

Job Description and Duties:

Do you love to write, take photos, and create videos? The Health and Exercise Science department is seeking a dynamic student for a Fall 2023 Internship position for 10-15 hours per week. If you're looking for a hands-on, real-world opportunity to tell stories while building your portfolio, then this position is for you! The student intern will provide marketing and communications support for the Department of Health and Exercise Science and will report to the department Communications and Media Specialist. This is a for-credit internship opportunity and for students needing internship credit for their academic program – academic credit will be granted as compensation; departments that offer credits for internships include but are not limited to the JTC 487 Internship or LB 386/JTC 386 practicum.

The Department of Health and Exercise Science seeks a creative and motivated student intern to support the department's marketing and communication efforts. This position will assist with social media management, graphic design, video production, news story writing, and other marketing/communications efforts. This position is part-time with a shared office in the Health and Exercise Science in the Moby B wing. Ideal workdays will be Tuesday and Thursday between the hours of 9 a.m. – 4 p.m., with the expectation of fulfilling 10-15 hours per week; class schedules will be accommodated.

Primary Responsibilities:

- Storytelling – tell the department's stories, including writing profiles of student activities and faculty research for CSU's SOURCE
- Video – create 1-3-minute PR/promotional videos, including editing and adding closed captions
- Photography – capture images to accompany SOURCE stories, event photography
- Graphic design – create physical and digital promotional materials
- Assist with HES social channels management (Instagram, Twitter, Facebook, LinkedIn, YouTube) including drafting, designing, and posting content
- Assist with other duties as assigned

Required Skills, Experience, and Qualifications:

- Excellent verbal and written communication skills, including the ability to write in a range of styles for varying target demographics.

- Copywriting and editing skills with knowledge of AP Style
- Video, photography, and graphic design skills
- Pursuing a degree at CSU in journalism, communications, marketing, human development and family studies, or another discipline relevant to the position and seeking a for-credit internship opportunity. This is an unpaid internship that requires enrollment in an internship credit to apply

Preferred Skills, Experience, and Qualifications:

- Previous experience with video editing and graphic design software such as Photoshop, Illustrator, Premiere, Spark, Canva, other related Adobe Creative Suite products, or similar programs is preferred.
- Highly organized, detail-oriented, flexible
- Demonstrated ability to manage multiple assignments, set priorities, and meet short deadlines.
- Knowledge of analytics and social media reports
- Photography experience
- Proficiency in the Microsoft Office Suite

Compensation: This is a for-credit internship position, must be enrolled for internship credit within your degree program

Start Date: 9/25/2023 (flexible)

Duration: 1 semester position (currently looking for Fall 2023 placement)

Application Instructions:

Send a cover letter, resume, and three example works to sarah.ross@colostate.edu

Colorado State University may conduct background checks on final candidates.

Application Deadline: 9/10/2023

Contact Information:

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