Communication and Marketing Intern | Fall 2018

The College of Arts & Sciences at the University of North Dakota is the bedrock of the University providing a broad range of programs to support student learning. The Communication and Marketing Intern is an emerging leader representing the College of Arts & Sciences and is expected to maintain a level of professionalism at all times while representing the University and the College by being responsive and on time, appropriately dressed, and maintaining a positive, friendly attitude.

Fall 2018 semester dates: August 21 – December 7
Schedule is flexible and credit hours are negotiable.
There is a scholarship (or hourly wage) provided with this internship and UND credit is available.

Internship Responsibilities Include:
- Organize and plan projects and events
- Communicate with a broad range of constituents to effectively manage projects and events
- Attend and participate in meetings and events to successfully manage projects
- Collaborate with multiple stakeholders on the University’s website redevelopment project to write for the web as well as optimize and prepare images for the new sites
- Create and distribute digital content for marketing various events and projects
- Other duties as assigned by college team

Qualifications:
- A student pursuing a degree at the University of North Dakota
- Strong oral and written communication skills to share information, strategies and ideas
- The ability to take direction and manage time effectively and independently to meet deadlines
- Keen eye for details
- Experience being innovative and thoughtful to complete tasks
- Knowledge of standard workplace technology
- A desire to learn and grow in a professional environment

Competencies Gained:
- An understanding of the University’s brand standards
- Training using the University’s content management system, OmniUpdate
- Real-world experience to develop professionally and think strategically
- Improved communication skills and problem solving abilities
- A better understanding of organization policies and the ability to create work within the parameters of such policies
- Collaboration strategies to enhance teamwork

Application Instructions:
Interested candidates should submit a resume and letter/email of interest to Tanya Butler at tanya.butler@UND.edu or in person at Room 1909, Columbia Hall.