Intern Job Description: Communications and Marketing Intern

The NDSU Center for the Study of Public Choice and Private Enterprise engages in research and educational programs to uncover the institutions and policies that encourage and enhance human well-being.

Responsibilities:

- Assist in planning and maintaining social media presence
- Design flyers, graphics and other marketing materials
- Create and execute campaigns to promote student programs and recruit participants
- Write and distribute press releases and news stories
- Contribute articles for the PCPE Blog
- Develop digital content for the monthly e-newsletter “The Enterprise”
- Promote, organize and attend events, including the Capitalism and Society lecture series and Research and Practice conference events
- Produce and edit videos showcasing events, research and other activities using Camtasia
- Collaborate with staff on new ideas and directions for marketing and communications
- Conduct administrative duties as needed

Qualifications:

- Student working toward a college degree, preferably in a related field (e.g., Strategic Communications, Marketing, or Economics).
- Firm grasp of available tools and platforms for social media.
- Ability to communicate in an effective and professional manner, both written and oral.
- Student should be self-motivated with an ability to prioritize, multi-task and meet deadlines.
- Previous internship or related experience is preferred.
- Must have computer knowledge of Microsoft Word, PowerPoint and Excel. Proficiency in photography and video production/editing highly desired. Knowledge of Adobe InDesign and Photoshop a plus.
- Enthusiasm for the mission of the NDSU Center for the Study of Public Choice and Private Enterprise.

Start Date: Flexible start date beginning summer 2019, requires 3-4 month commitment. Opportunity to extend internship into fall/spring semester.

Hours: 10-15 hours/week, preferably 2-3 days a week in the office. Additional hours expected for PCPE events.

Compensation: $13/hour

To Apply: Please send a cover letter, resume and references to ndsu.pcpe@ndsu.edu. Also include a writing sample and graphics sample (required) and a video sample (if available). Deadline: April 24, 2019

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