

Communication Department Internship Opportunity

Location: Middle Tennessee State University, Jones Hall

This unpaid internship is eligible for three credit hours for COMM4900. The position focuses on Outreach/Recruitment efforts of the department, and will help market, promote, and communication for Communication Studies. There is one intern per semester, and this position is filled during registration of the previous semester.

Job Description

We're looking for an enthusiastic and professional Communication's Intern!

During the 15-week unpaid internship (8 hours a week), the Communication Intern will be given a broad range of tasks to ensure an understanding of communication and development in public relations, content marketing, recruitment, and retention. Under the direct supervision of Communication faculty member Dr. Priddis, the intern will:

- Create monthly department newsletters
- Develop flyers for Communication Department events, clubs, news, and opportunities
- Design communications and outreach materials
- Manage social media platforms by posting for the department and creating a schedule for social media posts
- Help maintain the organization of communication supplies
- Attend communication workshops
- Assist the Communication Studies Club and Lambda Pi Eta in project coordination, recruitment, execution of events and administrative work
- Support the faculty with research and club projects, when time allows
- Provide assistance to the Communication Studies Executive Aide with other projects as needed

Qualifications:

- Proficiency with Microsoft office and graphic design
- Strong verbal and written communication skills
- Experience with several social media platforms (Facebook, Instagram, LinkedIn)
- Motivated and able to take direction
- Ability to commit to 8-hours a week

If interested in this position for the following semester, please email Dr. Priddis at Deanne.Priddis@mtsu.edu.