

ON-CAMPUS INTERNSHIP OPPORTUNITY NOTICE

Internship Title: Communication Internship

Internship Site: Westminster College, Office of Career Services

Site Supervisor: Meg Langland, Director of Career Services

Appropriate Majors: Marketing, Communication, Other

Semester: Fall 2011 or Spring 2012

General Job Description:

The Communications intern will play a major role in writing and designing office materials. Duties may include:

- Writing and designing promotional materials
- Creating handouts, flyers, and e-mails
- Contributing and publishing social media content
- Advertising job and internship openings
- Publicizing career resource information
- Researching and monitoring social media
- Writing articles for Westminster Weekly, The Columns, and other publications
- Other duties as assigned

Qualifications: Competent writing skills, creativity, self-motivation, basic computer skills, familiarity with Microsoft Publisher

Training Provided: Yes

Hours per Week: 5-8

Compensation: Unpaid (unless qualified for work study/college employment)

Application Deadline: August 31, 2011, 5:00 p.m.

Application Materials: Completed Student Employment Application (available at <http://www.westminster-mo.edu/studentlife/career/students>) and resume

Procedure: Once application materials are received, the office will interview candidates

Contact Information:

Name: Kristy Chitwood
Title: Office of Career Services Coordinator
Phone: (573) 592-5381
E-mail: Kristy.Chitwood@westminster-mo.edu

Additional Instructions: Please e-mail application and resume to Kristy at Kristy.Chitwood@westminster-mo.edu.