



Communications & Marketing Intern

Job Responsibilities

- Conduct research, including interviews of students, faculty and donors
- Write news and feature stories, as needed
- Compile and edit alumni and donor bios for print and online projects
- Update web content within a content management system
- Gather and organize content for social media
- Draft email messages within an email marketing system
- Manage photo database
- Help with graphic design projects
- Assist with photography and videography shoots
- Provide administrative support to the Advancement Communications and Marketing professional team

Minimum Qualifications

- Available to work in person 15-20 hours per week during office hours (M–F, 8–5)
- Perform tasks promptly and professionally
- Basic knowledge of AP style
- Excellent spelling and grammar skills, as demonstrated by work samples
- Excellent written and oral communication skills
- Commitment to quality customer service
- Understanding of Microsoft Office

Preferred Qualifications

- Previous employment or intern experience in a communications/journalism environment
- Coursework in writing, journalism or public relations
- Experience with Adobe Creative Cloud: Photoshop, Illustrator, InDesign
- Experience with DSLR photography

- Expertise using macOS

Compensation

- \$12.00 per hour

Please submit resumes with writing and graphic design samples and/or questions to Kiley Mallard at foundationcomm@usf.edu.