African Studies Center Reporting Intern Position

Overview of the Office
The African Studies Center is housed in the BU Fredrick S. Pardee School of Global Studies and it works to promote interdisciplinary research on the continent and educate future leaders and practitioners in African Languages. The main administrative staff consists of the Director, Assistant Director, Program Administrator, Outreach Manager, Publications Editor, and Publications Assistant.

Position Description
The ASC is currently on a website overhaul, which will be completed over the summer. As such the ASC seeks a Reporting Intern for the next semester who will work to consistently promote our lectures, publications, and opportunities via our weekly e-mail newsletter and the department website. This position will report to the Program Administrator and will work with other members of the staff, faculty, and students to create and promote content. If you’re interested in photography, writing, conducting interviews or online marketing this is the position for you!

Responsibilities
- Attend, photograph and write brief overviews of ASC events for publication on our website
- Conduct interviews with and collect photographs from event attendees or organizers, if unable to attend an ASC event
- Update the department website with announcements from the three main divisions of the ASC: outreach, publications, and the African language program
- Update the website calendar with events and news stories from associated faculty
- Identify stories, events and job opportunities that would interest students and faculty to publish in our weekly newsletters
- Reaching out to students, faculty and lecturers to solicit contributions (stories, photos or interviews) for our newsletters
- Analyze the performance and engagement of posts and newsletters to identify popular types of content and trends
- Occasionally assist with event set-up and clean-up

Professional Growth and Development
- Hone the ability to write and edit news updates
- Learn to write questions for and conduct engaging interviews
- Develop a portfolio of writing and design samples
- Organize long-term, team-based projects
- Assess and determine audience interests in content to improve engagement
- Communicate with students, faculty, and staff across departments
- Effectively prioritize tasks and projects to meet deadlines