CAS Biology – Communications/Media Intern

We are seeking a student as a Communications/Media Intern in the Biology Department. This internship allows students the opportunity to be leaders in our Department and grow their leadership, communication, and project management skills in general. The internship is open to all students but preference is given to Biology majors or minors, Biochemistry & Molecular Biology (BMB) majors, or students who have taken BI courses.

The Communications/Media Intern will assist in coordinating communications for the Department and developing materials and advertising. Communication in the Biology Department involves hundreds of undergraduate students, graduate students, faculty, and staff so efficient and productive communication strategies are essential to keep everyone notified on policies, opportunities, and events happening in the Department.

Supervised by the Undergraduate Program Specialists, Graduate Program Specialists, and the Assistant to the Chair, the Biology Communications/Media Intern will:

- Create digital and physical documents to provide information for those interested in Department opportunities, such as our graduate programs, undergraduate advising best practices, and our new Biology Mentorship Program.

- Create digital and physical advertisements for Department events such as seminars, advising meetings and Convocations.

- Assist with planning and scheduling content and posts for our social media channels.

In addition to the regular workshops and seminars, Biology Communications/Media Intern would also:

- Help recruit for administrative events – CAS Open Houses, Majors Expos, events or meetings that require student feedback or a student voice.

What will students gain from this experience?

- Communication Skills – The Communications/Media Intern will build their communications skills through engaging with projects and initiatives in the Department.
They will build skills in successful communication across very different populations and channels.

- **Creativity and ownership** – The Communications/Media Intern will need to consider the best ways to get information out about our programming, which tests their own creativity and forces them to think relationally. What would our various populations think when seeing a particular announcement? How can we improve engagement with our communications? The Intern will consider how best to get the word out about a given opportunity and take ownership of the communication around it.

- **Organization** – Planning content and communications, and then executing them, working through multiple channels with many different groups, keeping track of various schedules, time management, multitasking. These are all skills that cross disciplines and are valuable in any career or academic setting.

- **Academic/Career Goals** – helping bridge the academic and co/extra-curricular worlds for students will provide students a broader understanding of how their own academic experience (coursework, research, etc.) fit into the world of Biology and the related science