Seeking bright, self-motivated student interns, who have a curiosity to learn and grow, and build lifelong relationships with mentors at the City Planning and Urban Affairs Program and beyond.

We are deeply invested in our interns’ professional growth and development! We currently have three internship openings with flexible hours.

Please feel free to reach out to our past interns to learn more about their enriching experiences as part of the City Planning and Urban Affairs Team.

Questions? Contact Ms. Andrea Ciminelli, Program Manager, City Planning and Urban Affairs
amcim@bu.edu
MEDIA/ DESIGN

Students who are interested in Graphic Design, Digital and Social Media, and Photography, will be given mentorship to learn new skills and hone their creative talents in these areas. Students will also have the opportunity to build their design and communications portfolios, and a chance for their original work to be acknowledged and distributed widely.

Knowledge of Adobe Illustrator, Photoshop, and InDesign is a plus. Students with a talent and interest in photography, and proficiency in digital media preferred.

Primary responsibilities include creating course and events flyers and newsletters in digital and print versions.

COMMUNICATIONS AND OUTREACH

Students who are interested in journalism and creative writing, attending and reporting on various events, being part of a vibrant social media team, are especially encouraged to apply. The intern will also be responsible for news features and articles about the program activities, faculty, student, alumni, and creating, editing and proofreading written content.

As an integral part of the Program’s Communications, Marketing and Outreach Team, the intern will also assist the CPUA social media coordinator with digital media posts and content creation.

Students who are interested in Communications and Outreach, journalistic writing and related, will be given mentorship to learn new skills and hone their creative talents in these areas. Students will also have the opportunity to build their design and communications portfolios, and a chance for their original work to be acknowledged and distributed widely.

ADMINISTRATIVE ACTIVITIES

Students who are interested in learning more about work-place efficiency, time management, and organizational strategies will gain relevant experience within a collaborative office setting. Primary responsibilities include activities associated with the daily operations of program office, including but not limited to, filing, copying, scanning, archiving, maintaining program databases, and other related platforms, Career Digest, answering basic program inquiries via email and phone.

Students will be provided opportunities for training in various related software including WordPress and beyond.