Sociology Public Relations and Outreach Internship

The Department of Sociology at Boston University fosters teaching and research that expand knowledge of human social behavior. By introducing students to the art and science of sociology, including its theories and methods, the Department contributes to the education of active, critically informed and globally-aware citizens, as well as to the training of the next generation of teachers, policy makers, and scholars.

To support learning opportunities, Boston University Department of Sociology has a wide variety of professional development programs, seminar speakers, lectures and workshops open to BU and the public.

We are looking for a self-motivated student who will bring their knowledge and excitement about small event planning and social media marketing to our team. Our intern will be exploring some graphic design, website maintenance, writing, editing, and project management experience in a higher education setting.

Internship tasks will include:

• Coordinating via email with appropriate staff to determine event information.
• Update our webpage with current event information.
• Design and place promotional materials for our events.
• Promote our events using appropriate BU social media channels.
• Attend and assist in the day- of event management for all planned events in order to ensure that the event runs smoothly, including setup and tear down.
• Collect data from event participants via survey, interview, or observation and evaluate the overall success of events from feedback.

Benefits of the internship experience include:

• Experience working within higher education and real-world work experience in an office environment.
• Practice maintaining a social media presence through event promotion.
• Communications and organizational skills gained by collaborating with teams both within and outside the department to ensure a well-run and attended event.
• Opportunities to provide input about how to better connect students with our events, programs, services, and resources.

Candidate Requirements:

• Excellent written and oral communication skills.
• Strong organizational skills and attention to detail.
• Excellent time-management skills and ability to meet project deadlines.
• Creative and collaborative problem solving.
• Microsoft Office proficiency.
• Some experience or ability to learn Canva, MailChimp, and WordPress.

Hours of Internship:

The office of Sociology’s is open M-F from 9 to 5pm. Occasional events are held outside typical working hours. Each week, the Sociology Intern will 6-7 hours will be planned to include any weekly events while accommodating academic commitments. We are located at 96 Cummington Mall, room 260.