

BU Global Programs Strategy & Communications Internship Opportunity

The Strategy & Communications intern will work primarily with the Senior Manager, Marketing & Communications and the Assistant Director, International Student Initiatives on projects that promote international engagement on campus.

Job responsibilities will include:

International Initiatives

- Assist with planning and running events for the BU Global Programs International Peer Mentor (IPM) program
- Assist with events for International Education Week (IEW), including the Global Story Slam
- Additional administrative and research tasks as needed

Marketing & Communications

- Contribute to the BU Global Programs website news section (i.e. Meet the GP Team, GP event recaps)
- Schedule social media posts through Hootsuite

Requirements:

- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to meet deadlines
- Proficiency in Microsoft Office, Facebook, Twitter and Instagram
- Responsible and trustworthy
- Interest in intercultural exchange

What you will gain from this experience:

This is a unique, cross-disciplinary opportunity for students looking to obtain a wide-range of skills in marketing/communications as well as program management and events.

- Project management and event management skills in a higher education setting
- Networking opportunities with students and staff across campus
- Written communication skills for both long-form and social media content
- Transferrable organizational and administrative skills

Hours:

The BU Global Programs hours of operation are Monday-Friday, 9:00 AM to 5:00 PM. The Strategy & Communications intern schedule will be 6-10 hours per week during this time frame. The schedule will be flexible in order to accommodate other academic commitments.

Application Deadline: April 25, 2018

Interviews will be scheduled April 30 – May 4, 2018.