Communications Internship

The Institute for Plant Sciences in the College of Agriculture is seeking a Communications Intern to support a variety of communication and outreach efforts. The qualified candidate is self-motivated with excellent writing skills and competent in graphic design and layout.

Responsibilities

- Assist in writing and designing various types of communication material, including but not limited to new releases, featured stories, newsletter, and other print and web content
- Plan, create, and schedule social media posts
- Generate reports for email marketing and website analytics
- Create and schedule digital content for flat screens at the Indiana Corn and Soybean Innovation Center
- Assist with promoting seminars and other events
- Collect content and design posters for Purdue events and external conferences
- Organize digital files and help set up a time-saving solution for sharing files
- Other duties as assigned by the Communications and Marketing Specialist

Required Skills

- Be current student in good academic standing
- Proficient with the Adobe Creative Cloud, including InDesign, Illustrator, and Photoshop
- Be able to meet tight deadlines and manage their own workflow
- Be able to think strategically and creatively and work independently
- Possess excellent writing skills with strong attention to detail
- Ensure accuracy of all content
- Be able to collaborate with staff to deliver new, creative ways of communicating to a variety of audiences
- Experience with HTML email and website development a plus, but not required

Start Date

Deadline for applications is Monday, May 1 by 5 p.m. The position will be filled as soon as a qualified candidate has been identified.

Hours

~ 15 hours per week, flexible with student class schedule

Selected candidate will start out at $9/hour.

How to Apply

Please send resume and one writing or graphic design sample to Erin Robinson, Marketing and Communications Specialist, at erobin@purdue.edu