COMMUNITY ENGAGEMENT CENTER
STUDENT INTERNSHIP POSITION DESCRIPTION

TITLE: Public Affairs Intern

TERM: 10-20 hours per week; contingent on number of total hours required by student’s major. Hours flexible and may include limited weekends/academic breaks*

PAY RATE: $8.50 - $10.00/hour

POSITION:
Public Affairs interns are primarily responsible for showcasing individuals, innovative programs, and the work of Community Engagement Center, while providing outreach and engaging campus and community entities. This internship embodies multiple facets of communication, including Public Relations, Marketing, Journalism, and Design. Day-to-day work is initially performed with direct supervision and detailed instruction changing to an occasional review with guided mentorship as more independence is achieved; Public Affairs interns work under the direction and supervision of the Community Engagement Center Office Manager in support of program/project coordinators.

ESSENTIAL FUNCTIONS:

Communication: compose letters, emails, and general correspondence; communicate verbally and in writing with program/project networks; act as an informational resource for community engagement initiatives as directed; distribute forms and correspondence to constituents (faculty, staff, students, and community partner organizations); disseminate information and updates regarding Community Engagement Center events, services, policies, etc.

Journalism: conduct interviews; draft, edit, and prepare 500 word length articles for online and print publication; work with supervisor to identify and compile potential article subjects (people, programs, and events); compose articles and commentary for department newsletter; related duties as assigned.

Public Relations: Develop relationships with community organizations to foster collaboration and promote programs/events; assist as liaison between department and University Public Affairs to promote programs/events, facilitate quotes for news articles, and coordinate photo/video capturing of special activities (i.e. Alternative Break, One Book, Sac State Serves, etc); draft press releases; identify campus and (as appropriate) community outlets to promote department, programs, and events; research, prepare, and submit article requests and event notifications to campus publications (Hornet, Bulletin, other campus newsletters, etc.); maintain events calendar; related duties as assigned.

Marketing/Design: Develop, maintain, and disseminate fliers, brochures, documents and other promotional materials; develop graphics for print and digital publication; related duties as assigned. May assist in website design an implementation.

* Limited weekend/evening hours available for special events/activities only. Regular work hours performed Monday – Friday, 8:30 – 4:30.

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COMMUNITY ENGAGEMENT CENTER
ADDITIONAL FUNCTIONS:

Related/general office support: Answer telephones; record and deliver messages; process outgoing and incoming mail and faxes; compile, duplicate, sort, edit, update, and file documents; make labels, nametags, etc.; maintain Community Engagement Center email account (send and receive emails, reply or forward as appropriate); prepare and distribute materials and mailings; schedule appointments; process forms; perform data entry; compile data and program statistics; and maintain accurate files, records and databases. May assist with customer service/front desk support as needed.

SPECIAL SKILLS AND ABILITIES:
Position demands a key attention to detail. Excellent verbal, written, and interpersonal communication skills required. Must demonstrate a strong working knowledge of English grammar, spelling, and punctuation. Must have strong public speaking skills and be able to work with individuals and groups. Must have ability to perform a variety of tasks with a moderate degree of independence, and be able to apply independent judgment, discretion, and initiative to address problems and develop solutions. Successful candidates have a high degree of motivation, the ability to learn new skills, and are reliable and able set priorities among numerous ongoing activities and meet external and internal deadlines. Must have ability to use standard office equipment (pc, laser printer, digital phone system). Familiarity with Adobe Dreamweaver, Illustrator, In Design, and Photoshop a plus.

REQUIREMENTS:
Graduate or upper division undergraduate (Senior or Junior standing) preferred. A student who is interested in continuing his/her work with Community Engagement Center for at least one full academic year is desirable. Must have excellent communication (written, oral and interpersonal) skills. Must be reliable, organized, and be able to meet deadlines.

TRAINING:
This internship is commensurate with a level II student employment position for which some advanced experience, training, or specialized skill is required. Program/project-focused on-the-job training and mentoring is provided in support of the internship experience. Prior to start of experience, intern will have the opportunity to identify necessary areas of internship skill and knowledge concentration and develop a work plan to meet student’s academic requirements and personal goals. With sufficient demonstration of knowledge and skills, intern will receive work activities of increased responsibility and complexity.

HOW TO APPLY:
Applications accepted starting Monday, May 3, 2010. Submit application and resume to Sac State Community Engagement Center, Library 4028, M-F 8:00am – 4:00pm or fax to 278-4836 Attn: Misty. Resumes cannot be submitted in lieu of completed application. One (1) position is available. Application deadline: open until filled.

CONTACT: For more information about this position, please contact:
Misty Sisneros, Community Engagement Center Office Manager
Ph: 278-4610 or email eccenter@csus.edu