Communications & Outreach Internship

Position Overview

The communications & outreach internship position ensures the creation of written and verbal content including newsletters, International Student and Scholar website, social media channels, and internal communication channels. The position will include outreach and communications including but not limited to the International Student and Scholar Services office. The position requires the ability to write quickly and can juggle multiple projects at one time while also working the front desk area greeting students and visitors.

This position will focus on developing and maintaining on and offline marketing materials and communication in a way that is consistent with current online marketing strategies and best practices of University of Montana. This position provides the opportunity to enhance individual skills in online marketing, publications, and social media management, as well as developing strong interpersonal communication, customer service skills, marketing, organizational, technical and writing skills.

Essential Job Functions

- Regular shifts working at the front desk greeting and assisting students and visitors, answering the phone, and supporting International Student and Scholar staff.
- Create compelling social media content with emphasis in photos and videography that generates conversations through posts in Facebook, Instagram, and Twitter accounts.
- Update website content with current information and appealing photos for International Student and Scholar Services.
- Reviewing previous materials, updating promotional materials, advertising and promoting International Student and Scholar events via social media and outreach, engaging international and domestic students through outreach and communication, organizing photos/videos for display, etc.
- Stay in close contact with UM international students to increase the amount and quality of marketing materials (collecting new photos).
- Attend meetings for International Student Association, Intercultural Living and Learning Community (Residence Life), and other student groups as needed to help maintain consistent communication with the various groups and ISS.
• Assisting with programs and outreach activities to increase participation of international students at UM and in the Missoula community
• Creating and maintaining International Student and Scholars displays and bulletin boards as well as brainstorming ways to actively involve your audience
• Research, write, and edit information for the ISS weekly newsletter and work with campus departments for publications and outreach
• Perform related duties as assigned.

Benefits

• Develop skills in an international and professional work environment.
• Enhance leadership, teamwork, customer service, and communication skills.
• Gain knowledge of international matters and cross-cultural communication
• Have the opportunity to work with individuals around campus, including faculty, staff, and students.
• Experience an exciting, challenging, and rewarding job in a fast paced, cross-cultural setting.
• Develop expertise in communications and outreach management.
• Gain concrete experience to put on your resume.
• Earn up to 3 UM credits.

Requirements

Candidates for this position must meet the following:

• Be a UM student currently enrolled in an undergraduate/graduate degree program at University of Montana, and be in good academic and judicial standing.
• Must be available to work at least 5-10 hours a week. There may be occasional evening and/or weekend hours.
• Have a high level of written and oral communication skills.
• Have a high level of customer service skills.
• Be detail oriented, highly organized, and resourceful.
• Be technically proficient with computers and various social media platforms.
• Be creative, organized, and able to work both independently and collaboratively.
• Ability to follow UM brand guidelines, social media guidelines, and accessibility guidelines

Minimum Qualifications

• Demonstrated knowledge in writing and editing for print and for the web.
• Comprehensive knowledge and proficiency of the English language and knowledge of AP style.
• Strong personal computer skills with working knowledge of Publisher, Excel, MS Word, Adobe Creative Suite, and Outlook.
• Strong organizational and communication skills as well as the ability to meet deadlines independently.
• Ability to work closely with multiple constituents, including faculty, students, staff alumni, and community representatives.

Additional Desirable Attributes and Background

• Desire to work with international students
• Experience with other cultures and intercultural situations
• Patience for helping students clarify their own needs, best interests, capacities, and resources.

Application Instructions

Preference in hiring will be given to students who are able to commit to the position for the entire Fall 2017 term. All new hires must complete the mandatory training program. All positions will be open until filled.