

## **Kentucky Community and Technical College System Internship Program**

KCTCS, which includes 16 colleges and more than 70 campus locations, is the largest provider of postsecondary education and workforce training in the Commonwealth.

KCTCS employs about 7,500 part-time and full-time employees. The KCTCS System Office, located in Versailles, is home to nearly 200 employees dedicated to serving the colleges. The Marketing and Communications Department serves as the in-house agency for public relations, crisis communications, photography, press events, branding and more.

### **Scope of work**

The Public Relations Intern will assist in, but not be limited to, the following:

- writing news releases
- organizing press events
- creating and/or assisting with KCTCS publications
- taking pictures of KCTCS activities and events
- updating media lists
- media tracking

### **Position Objectives**

This position will develop a general understanding of higher education public relations, as well as skills in how to:

- manage multiple projects and multiple deadlines
- work in a team environment
- meet deadlines
- write for various mediums
- work with the media

### **Skills Needed**

Basic computer skills and knowledge of Microsoft Office Suite and Adobe Photoshop, good phone etiquette, strong writing skills and knowledge of AP Style.

Interns are expected to behave in a professional manner, dress appropriately, show up on time and complete assignments on time.

### **Eligibility**

Applicants should meet the following eligibility requirements:

- Enrolled as a full-time student at an accredited university or college
- Have permanent U.S. work authorization.
- Have a GPA of 3.0 or higher

### **Required Major**

Public Relations and/or communications-related  
Undergraduate or graduate level candidates will be considered.

### **Length of internship**

Summer and fall 2016 positions are available. The length of the internship is determined by course credit requirements.

**Hours**

Typical hours for the KCTCS System office are 8:00 a.m. - 4:30 p.m., M-F. We are flexible and will work with your class schedule and course requirements.

**Pay**

*This is not a paid position. The internship must be completed for course credit.*

**Contact**

Email resume to:

Mary Hemlepp, APR

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