Job Title: Student Internship/Co-op Position

**Position Information**

<table>
<thead>
<tr>
<th>No of Openings:</th>
<th></th>
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<tbody>
<tr>
<td>Work Schedule:</td>
<td></td>
</tr>
<tr>
<td>Hours per Week:</td>
<td>15-20</td>
</tr>
<tr>
<td>Wage/Salary:</td>
<td>0.00</td>
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<tr>
<td>Start Date:</td>
<td></td>
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<td>End Date:</td>
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**Job Description:**

1. Assist with creating and implementing various communications plans and tactics for center’s initiatives including, but not limited to: research and development, workshops, monthly newsletters, grass-roots outreach, social media and website correspondence. Also assist with the visual design of fliers, newsletters and various other communications materials.

2. Possesses basic business knowledge, analytical skill and the ability to manage multiple projects simultaneously.

3. Assist director with scheduling, planning and implementation of office duties and responsibilities including, but not limited to: data entry, client correspondence and assistance with task management.

4. Assist in achieving the Center's strategic goals.

5. Serve as a representative of the center and adhere to policy, procedure and convey professionalism in all communications.
**Qualifications:**

**Minimum Qualifications**

Must be currently enrolled at Eastern Kentucky University. Positions are open to students of Junior standing or above at time internship begins. The EKU SBDC seeks students who will have proficiency with standard software programs, such as programs within the Microsoft Office Suite. Student must also possess effective oral and written communication skills. Have a basic understanding of marketing and public relations concepts and principles.

**Desired Qualifications**

Understanding of communications research and planning such as, creating and implementing public relations/advertising campaigns, writing news releases, creating copy for online content, experience in basic design theory and applications such as Adobe Photoshop, Illustrator or InDesign or Microsoft Publisher. Also a knowledge of professional social media communications tactics and strategies.

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**Posting Information**

**Job Location:** Richmond, KY  
**Job Category:**  
**Classification:** Junior, Senior  
**Majors:** CMS Communications Studies, PUB Public Relations  
**Post Date:** 08/27/2015  
**Expiration Date:** 09/26/2015  
**Status:** Active