

## COMMRC External Communication Internship: Fall 24

### Overview

Working in conjunction with the Communication Department's External Communication Committee, interns play a creative and editorial role in the department's communication with our majors. We take a team approach: collaborating on the department newsletter, social media strategy, graphics, the promotion of job and internship opportunities, alumni networking, and the department website. The goal is to improve, through strategic communication, our majors' sense of belonging within the department and familiarity with ongoing initiatives in the undergraduate program.

### Eligibility & Details

- Open to any COMMRC Major
- Minimum GPA: 2.5
- 3 credit hours = 8-10 hours/week
- Must be available for weekly meetings:
  - Collaborative group meeting
  - Check in with faculty sponsor

### Responsibilities

- 1. Lead:** conduct departmental communications in one or more of the following areas
  - Departmental Newsletter
  - Social Media Strategy
  - Graphics
  - Job and Internship Promotion
  - Alumni Networking
  - Website/Canvas
- 2. Strategize:** review current departmental communication practices; plan and implement new strategy; and develop policies, guidelines, and resources for future practice
- 3. Collaborate:** work with other interns and the External Communication Committee to workshop, enact, and align communication strategy across areas

### Application Materials

- 1. Resume**
- 2. Letter of interest,** addressing the following:
  - Your interest in improving the department's communication it is majors
  - Existing skills or prior experiences that you will bring to the team
  - Ranked preferences for internship areas you are interested in contributing to
- 3. OPTIONAL: Portfolio of relevant work**

### How to Apply:

- Email application materials to [comm@pitt.edu](mailto:comm@pitt.edu)
- Deadline: March 22