Position Title: Communications and Outreach Intern

Department Name and Location: IUPUI Center for Service and Learning, Hine Hall 243

Hours per week: 15

Pay rate: $11.00/hour

The IUPUI Center for Service and Learning (CSL) within the Division of Undergraduate Education seeks to make service a distinctive aspect of the educational culture at IUPUI. The mission of CSL is to engage students, faculty, staff, and community members in educationally meaningful service to promote learning and development, advance best practice and research, achieve community goals through partnerships, and further the civic engagement mission of IUPUI. IUPUI is nationally and internationally recognized for its programs in service learning and civic engagement.  Visit our webpage at <http://csl.iupui.edu> for further information about CSL programs.

The CSL environment is dynamic and collaborative with staff working together to plan events, administer programs, and help connect community partners and campus through various opportunities including organized days of service, a community service-based scholarship program, academic service learning, and community work-study.

The CSL is hiring for the Office of Student Employment On-Campus Internship program for the position of **Communications and Outreach Intern.**

**Job Description**

The primary role of the Communications and Outreach intern within the Center for Service and Learning (CSL) is to support the communications efforts of CSL with internal and external stakeholders. In addition, the intern will answer phone calls and respond to email inquiries through an initial community partner in-take process. The intern will also assist with the communication and event support needs of the CSL annual events such as the Bringle Civic Engagement Showcase, the Plater Medallion award process, the Research Academy, and other signatures projects and programs. Tasks will include:

* 1. Supporting communication activities for CSL including updating general sections of the website, tracking user access and training within Salesforce and WCMS (Website management system), and supporting general marketing and communications needs within CSL. This includes managing and organize information and details from multiple sources and resources to ensure compliance with University policies and the production of high quality, error-free publications and events
	2. Providing initial information and support to new and prospective community partners of the CSL and the IEL.
	3. Supporting planning logistics for annual Bringle Civic Engagement Showcase, Plater Medallion award, Research Academy, and other signature projects and programs.
	4. Providing administrative support for CSL staff and programs.

**Primary Duties and Responsibilities:**

Support communication activities for CSL including updating general sections of the website, tracking user access and training within Salesforce and WCMS (Website management system), and supporting general marketing and communications needs within CSL. This position will also support the marketing and communications of CSL signature events such as the annual Bringle Civic Engagement Showcase, the Plater Medallion award, and the Research Academy. This positon will liaison with DUE Communications Team as needed.

Support planning logistics for Bringle Civic Engagement Showcase, the Plater Medallion award, and the Research Academy. Assist with event registration, publicity (as part of communications role), and on-site logistics, such as facilities and hospitality needs.

Serve as the first point of contact for community agencies that are seeking information and opportunities to engage with CSL/IEL. Help to set up meetings with prospective partners and appropriate CSL/IEL staff. Track communication and touch points with prospective partners.

Provide administrative and operational support, as needed.

**Qualifications**

To be considered for the Office of Student Employment On-Campus Internship program, the applicant:

a. Must be a freshman, sophomore, or junior by class standing to apply. Seniors and above will not be considered.

b. This position will require the selected student enroll in an internship course for at least one of the two semesters worked during the 2018-19 academic year. A list will be provided to the selected candidates of acceptable course options.

Required knowledge, skills, and abilities: Excellent verbal and written communication skills and cultural competency to communicate with diverse audiences. Ability to effectively prioritize and manage several projects simultaneously. Experience creating surveys and web-based communication tools preferred. Proven ability to work independently, collaboratively.

Equipment utilized: Standard office equipment: Desk top computer, laptop, fax machine, telephone, copier, scanner, iPad

Creativity and attention to detail is necessary when preparing promotional materials, web page materials and newsletters.

Physical Requirements: Ability to sit for long periods of time; ability to use desktop and laptop computer; ability to work effectively in an open concept environment; ability to speak and make presentations to groups and/or individuals in the community and on-campus; ability to manage and/or staff events for department, including set up and tear down; ability to drive and/or access to reliable transportation for participation in off-campus meetings.

**For priority consideration, please apply by Friday, August 24th. The position will remain posted until the position has been filled.**

**All interested applicants should email a cover letter and resume to**

**Morgan Studer**

**Director, Faculty and Community Resources**

**IUPUI Center for Service and Learning**

**mohughes@iupui.edu**

**317-278-3474**