

Student Worker Job Description – Communications Intern: Writing

University of Illinois Extension is the outreach effort of the University of Illinois at Urbana-Champaign, offering educational programs to residents of all of Illinois' 102 counties. Extension provides practical education to help people, businesses, and communities solve problems, develop skills, and build a better future. More than 1.5 million Illinois residents take part in Extension programs each year, including nearly 200,000 who participate in 4-H youth programs.

The Extension Communications writing student worker will assist in the development of print and digital marketing content and be part of a team of dedicated communication professionals.

Responsibilities include:

- Write assigned news releases, feature stories, scripts, and other narratives.
- Create compelling social media posts.
- Copy edit news releases, feature stories, website pages, blogs, and other documents.
- Assist in other duties as assigned.

This position:

- Is 8-15 hours a week, for 8-10 weeks with a start date before the end of May. There is potential for it to extend into the fall pending availability and funding.
- Will mostly work on-site on the University of Illinois campus, but some remote work may be possible.
- Is paid or students can choose to work for school credit

The successful student worker:

- Will receive practical, on-the-job, real-life experience in the communications field while working in an organization which makes a difference in people's daily lives.
- Will develop a portfolio of projects used to demonstrate excellence in future job searches.
- Will expand their contact with campus and community professionals who can provide job references.

Candidates must be able to:

- Organize information into public-friendly content packages.
- Conduct interviews with subject matter experts to complete necessary research.
- Manage multiple projects and meet deadlines.
- Respond to constructive feedback.
- Work with a dedicated team of communication professionals.
- Work independently and be willing to ask for help.

Preferred candidates have:

- Experience with Microsoft office products.
- Professional experience working on social media platforms.
- Above average skills in communication, technology, and organization.
- Previous professional work experience, but all applicants accepted.

To apply: Interested students should contact Emily Steele at easteele@illinois.edu by Monday, May 3. Please include a resume, three video work samples, and two references: one professional and one academic.