

Public Relations • Publications • Marketing • Graphic Design • Web

College Internship Program

Spring – Summer – Fall

10 – 25 Hours Per Week

Monday - Friday



- Write News Stories Published in Monthly Newsletters
- Update Monthly Calendar
- Graphics & Web Design/Layout
- Digital Photography
- Clip and Archive News Stories
- Advertising & Promotional Campaign Assistance
- Special Event Participation
- Duties & Projects as Assigned

Working Knowledge of Adobe Graphic Design & Microsoft Office Software preferred:
Photoshop, Illustrator, InDesign, Dreamweaver, Quark, Word, Excel, PowerPoint and Outlook

Fluent in AP Style a Plus

Please Contact:

Marketing, Public Relations and Publications Director, Bonnie Stevens

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