

**Bilby Research Center  
Outreach Intern Request  
Fall 2009**

Job Description/Duties

This intern will work with the Project Director and Web Designer to write short feature stories about faculty and students involved in research and other creative activities at NAU. These will be featured on the Vice President for Research's web site, the Dean of SBS website, a new VPR e-newsletter, annual and other reports to NAU administration and ABOR, and other venues. The intern will work with Bilby staff on conceptualizing the story, will interview faculty, students, or others to get information for the story, write the story, do fact checking, and have a draft reviewed by the subject and Bilby staff before publishing. We anticipate 2-3 stories per semester.

We want to reach out to exceptional students and faculty involved in groundbreaking research or exceptional creative endeavors. The stories should be interesting and will bring the intern into contact with a variety of people on campus.

Hours

We anticipate that this will take approximately 7 hours per week, though this can be flexible.

Special Skills

Writing skills will obviously be very important, though the successful intern will also have good people skills, be a good listener, and be able to translate scientific or other information into language that can be understood and appreciated by the general public. Photography skills would also be a plus.

Supervisor

Interns will be supervised by Marcelle Coder, Project Director at the Bilby Center, and will work closely with Patrick McDonald, Web Designer.

Contact

Marcelle at [Marcelle.Coder@nau.edu](mailto:Marcelle.Coder@nau.edu)