



Internship Position Description Online Magazine and Newswriting

Total hours: 10 hours/week

Rate of pay: TBD (either hourly or scholarship)

Direct supervisor: Jaynelle Ramon, senior manager of digital content and strategy

Internship director: Jaynelle Ramon

Position Description:

The online magazine and newswriting intern will:

- Write and post stories about campus, alumni profiles, and short feature stories about health, science, arts, business and other areas of interest as it relates to campus news and programs.
- Work with the photo/video intern on packaged stories for arizonaalumni.com.
- Pitch story ideas at weekly Communications team meetings.

Other duties:

- The Alumni Association is a very collaborative organization so there may be times that work on other programs is needed as well.
- The intern will be required to attend regular internship meetings. The intern will also be required to present an overview and results of their work during the semester at a designated intern/staff meeting.
- The intern will meet with the president and executive director of the Alumni Association periodically to discuss their experience.

Required Qualifications:

- A current undergraduate student majoring in journalism or communication
- Excellent writing and communication skills
- Beginner knowledge of AP Style
- Minimum GPA 3.0
- Flexible schedule (outside of class and/or work commitments)

Preferred Qualifications:

- Problem-solving skills
- Analytical skills
- Photography skills and working knowledge of Photoshop
- Active on campus
- Knowledgeable of on-campus events and UA history, traditions and sports

Please submit a resume and examples of work online at arizonaalumni.com/internship