

Example Internship job posting

*****Please, review all employer recruiting policies prior to posting: <https://uh.edu/ucs/employers/recruiting-policies/>**

Company Name: University of Houston [Spelled out – no abbreviations]

Title: Social Media Intern [Clear title]

About Us: [Company description / information]

The University of Houston is a public research university in Houston, Texas and the main institution of the University of Houston System. Founded in 1927, UH is the third-largest university in Texas with over 46,000 students. Located near the heart of Houston, this public, tier one research university offers over 300 degrees and programs and award-winning faculty.

Position Description [Summarize the position and list tasks or responsibilities]

We are looking for a social media intern. The ideal candidate is knowledgeable about mobile/smart device video production for social media platforms and is a frequent user of social media. The intern must also be an excellent content developer, able to manage multiple projects and detail oriented.

- Support the Marketing team in all aspects of work including media relations, social/digital media, event management, media monitoring, reporting and research
- Manage UH social media platforms and develop content for different audiences
- Coordinate posts, foster engagement and analyze analytics through assessment tools
- Identify best practices and relevant trends within Higher Education marketing
- Assist in on-site social media marketing such as athletic events and student life events

Qualifications: [Internship qualifications]

- Working towards a bachelor's degree in digital media, advertising, marketing or communications
- Excellent written and verbal communications skills
- Prior experience in social media and/or public relations for relevant organization(s) a plus
- Proficient in Facebook, Twitter, LinkedIn, Instagram and Office 365
- Mobile/Smart Device video production and editing experience a plus

Compensation: [Internship qualifications]

\$15-\$20 per hour