

## **CAS COMMUNICATIONS**

The CAS Communications intern will help promote faculty research and expertise, share stories about other CAS student internship experiences, and build community within our diverse liberal arts school by gathering and developing content for the CAS website, newsletters, and social media.

Tasks may include:

- Researching and recording news and media mentions that highlight faculty, staff, and students in the college
- Updating the college calendar with event submissions
- Assisting in developing content for college newsletters
- Assisting in proofreading and adding content to the CAS website
- Coordinating and writing Q&As with members of the CAS community
- Assisting in content production for social media, using developed templates, and writing captions for social media platforms
- Organizing CAS media assets into our media library for college-wide use

Internships are NOT limited to students with journalism or public relations majors; however, candidates should have previous experience in writing for non-academic audience and a desire to learn more about the College of Arts & Sciences. Applicants who would like to be considered for the CAS Communications position are required to submit at least one supplemental writing sample.