

# 2009-2010 Communications Internship

## Campus Recreation

### Internship Charge and Responsibilities

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#### Specific duties (in no particular order):

- Writing press releases
  - Writing web news events for RSS feeds
  - Assisting with assuring web site is up-to-date
  - Creating Intramural Game of the Week features for web site and I-TV
  - Assisting in writing and editing 32-page Campus Recreation Guide for fall and spring semesters
  - Developing feature stores for Annual Report
  - Producing Campus Recreation e-newsletter, Ice Arena newsletter, and WellFit newsletter
  - Writing articles for external media vehicles featuring Campus Recreation
  - Producing podcasts and assisting with video-casts
  - Updating Campus Recreation archives and media scrap book
  - Positively represent Campus Recreation at outreach events (info fairs, health fairs, etc).
  - Participating in marketing staff meetings that might involve brainstorming, deadlines, action plans, etc.
  - Assisting with Campus Recreation special events or other targeted areas as needed
  - Other duties as assigned
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#### **Qualifications**

Strong leadership and interpersonal skills

Takes initiative and works well without direction

Demonstrated communication skills, verbal and written

High academic achievement (preferred minimum GPA of 3.0/4.0)

Related work or educational experience

Educational Status: Preferred status of junior or senior

Time Commitment: Academic Year 2009-10, maximum of 12-15 hours per week

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#### **Internship Objectives**

*Create working knowledge for individual in the following areas:*

- Learn to work with “clients” and meet their needs, as in the real world
- Enhance event planning and event management skills through theme skates, promo nights, etc.
- Develop your knowledge and experience with new technologies such as e-newsletters, podcasts, web video production, and more.
- Plan and conduct communication meetings with professionals
- Develop writing skills through press releases and stories
- Have real communication experiences to include on resume

- Work in the day-to-day operations of a marketing office, learning the small things that take place to the large things.

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### **Compensation**

Compensation complies with current University of Illinois at Urbana-Champaign policies on part-time student hourly wages. Please indicate on your application if you are eligible for Federal Work Study.

Pay Rate: \$8.25

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*This internship position is available for the 2009-2010 academic year.*

**For full consideration, please submit application by **February 23, 2009 by 5:00pm.****

**Application, resume and letter of interest can be submitted to Erik Riha at [eriha@illinois.edu](mailto:eriha@illinois.edu); mailed to Activities and Recreation Center; Suite 1430, MC-556; 201 E. Peabody Dr; Champaign, IL 61820; or faxed to 217-244-4004.**

**Application materials and additional information are available on the Campus Recreation website at [www.campusrec.uiuc.edu/employment/grad\\_int.html](http://www.campusrec.uiuc.edu/employment/grad_int.html).**

**Questions regarding the Campus Recreation Communications Internship can be directed to Erik Riha at (217) 244-3415 or [eriha@illinois.edu](mailto:eriha@illinois.edu).**