**­­­College of Social and Behavioral Sciences**

**School of Communication Phone: 928-523-2232**

**PO Box 5619 Fax: 928-523-1505**

**Flagstaff, AZ 86011-5619**

**Internship Information Guidelines**

Thank you for your interest in providing one of our students with an internship. Please provide the following information so that we can publish this information in several locations accessible to interested students. Please feel free to respond on this form and send it back to us via email at [school.communication@nau.edu](mailto:school.communication@nau.edu). Please copy [Norm.Medoff@nau.edu](mailto:Norm.Medoff@nau.edu) and [Richard.Lei@nau.edu](mailto:Richard.Lei@nau.edu) on this email.

Organization offering internship: Flagstaff Convention & Visitors Bureau

Contact information (name/address/): Mike Russell, (928) 213-2918, x 2918

**When internship is to take place** (Fall, Spring, Summer, Ongoing): Summer 2016, Fall 2016

**Type of Internship Offered** (Internship Title and Responsibilities): Creative Services Intern

**Paid/Unpaid** (if paid, please put type of payment e.g. stipend or salary): Unpaid

**Total number of hours of work per week**: up to 10

**Total number of weeks** (an academic semester for fall or spring is 16 weeks long, for the summer it is 12 weeks long): 16 weeks

**Special skills required** (e.g. web design, Excel, Powerpoint, etc.):

- The position requires basic skills in graphic design, document editing, web design and knowledge of file formats and photo editing, social media and video.

- Applicant should be willing to participate in outdoor events, data collection, work with visitors and have a basic familiarity with Flagstaff and the surrounding attractions and amenities.

- The job will consist of being able to format and upload graphics in Adobe software, edit copy, data entry on a Wordpress site and assist in various campaign related projects which may include the Selfie Trail, Flagstaff Cool Zone, Geocaching and instameets.

**Please provide any additional information for interested students:**

Students must have a minimum of a 2.5 GPA (on a 4.0 scale) and be seniors (89 credit hours) in order to qualify for formal internship credit. Students who have not achieved senior status are able to qualify for formal internship credit on a case-by-case basis.

Thank for your interest in our students. We look forward to working with you.

Norman J. Medoff, Ph.D. Richard Lei

Professor and Director Professor

Internship Coordinator Internship Coordinator

School of Communication School of Communication

College of Social and Behavioral Sciences College of Social and Behavioral Sciences

Phone: 928-523-8257 Phone: 928-523-2490

# Creative Services Internship

Supervisor: Mike Russell, Creative Services Specialist, (928) 213-2918, x 2918

Hours: Flexible, maximum of 10 hours per week. **Unpaid internship, possible class credit**.

Fulfills NAU School of Communication internship requirements.

Required Skills: Strong writing skills; effective in-person and phone communication style; computer skills, must be detail oriented, professional and dependable. Strong knowledge of the Flagstaff area, a plus.

Other: Professional dress (moderate to dressy casual) and conduct required.

This is an excellent opportunity for an Intern to gain experience and build a portfolio.

Job requires a high level of independence.

Duties: Familiar with Adobe Creative Cloud; Photoshop, Indesign and Illustrator.

Assist in formatting and optimizing of photos for web.

Assist in data collection for Wordpress and CRM software for update of stakeholder   
web listings.

Basic copyediting and formatting of MS word docs for reproduction to flyers, Constant Contact eblasts and Wordpress landing pages.

Applicant should be willing to participate in outdoor events and assist in CVB and   
City related event promotion such as photo shoots, the Flagstaff Selfie Trail,   
Flagstaff Cool Zone, Geocaching and instameets.

Assist in working with visitors.

Perform other duties of varying difficulty under direction of staff, including occasional work in other departments, phone coverage and mailings.

Apply: Please send resume to [mrussell@flagstaffaz.gov](mailto:mrussell@flagstaffaz.gov) to apply for internship