**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: Live News Stream (http://www.LiveNewsStream.live)

Contact information (name/address/):

Clair Wyant ’04

1805 E. Missouri Ave Apt# 8

Phoenix, AZ 85016

520 275-4605

[Clair@ClairWyant.com](mailto:Clair@ClairWyant.com)

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

**Type of Internship Offered** (Internship Title and Responsibilities): Social Media

* Maintain Twitter account with the latest breaking news, sharing articles, sharing links to breaking news video on the Live News Stream website, graphics & monitor feeds to get the latest breaking news
* Maintain the Instagram account with gripping compelling photos provided by the Associated Press
* Send e-mail blasts to subscribers when breaking news happens with links to the breaking news video
* Analyze website traffic, e-mail blasts and social media
* Assist with website maintenance to be sure news feeds are working & the website is functioning.
* Provide any input on internal operations, communication & additional digital platforms

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

**Total number of hours of work per week**: 15-20 (negotiable)

**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.):

Required: Twitter basics, major web browsers, AP style & able to write in the format appropriate for Twitter & Instagram

Bonus: Instagram, WordPress, HTML, Google Analytics, Buffer, SEO (search engine optimization), Microsoft Excel

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

If you’re a news junkie who enjoys using social media for news, this is a great opportunity. It will provide an opportunity to learn how traffic is generated, how it translates into money, and what drives people to a website for the benefit of the user and the organization.

Note: This is a remote position with a very small start-up hyperlocal local & international live news feed curation website.

You’ll be reporting to NAU School of Communication grad of 2004, who’s been involved in digital professionally for the past 4 years, who’s had a website since the early 1990s & active in various social media communities.

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

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