**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. Please copy Norm.Medoff@nau.edu and Richard.Lei@nau.edu on this email.

Organization offering internship: Goodwill Industries of Northern Arizona

Contact information (name/address/): Christina Caldwell, Director of Business Engagement

 Email: christina.caldwell@goodwillna.org

 Phone: (928)526-9188 Ext. 221

 4308 E. Route 66

 Flagstaff, AZ 86004

**When internship is to take place** (Fall, Spring, Summer, Ongoing): Fall of 2015 (may be too late for Fall?) and Spring 2016 and Summer of 2016

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

Communications and Public Relations Intern or Volunteer

Spring of 2016 and Summer of 2016– looking for someone interested in event planning from Hotel & Restaurant Management *(Preferably)*

Also looking for interns from:

* Franke School of Business – student who is upper class and wants a very serious internship
* Criminal Justice – student who is interested in loss prevention
* Communications – we are always in need of an intern each semester

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

Unpaid

**Total number of hours of work per week**:

Under 25 hours

**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 for Fall/Spring + 12 weeks for Summer

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

Must be computer literate and familiar with all functions of MS Office with experience in web design and social networking strongly desired. Education, training and experience in the areas of public relations, communications, marketing or a related field or an undergraduate or graduate student in one of the above. Must have above average written, verbal and interpersonal communication skills including ability to conduct formal and informal presentations before internal and external stakeholders. Must have the ability to work independently as a part of a team-based organization including interface with senior and mid-level leadership, customers, shoppers, donors, team members, and external stakeholders with strong problem-solving and decision-making skills. Must have the ability to resource and develop partnerships with various stakeholders as part of effectively communicating the Goodwill mission. Must be able to pass background checks and drug testing.

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

This position is responsible for increasing awareness of Goodwill within the community for the express purpose of increasing donations and furthering the mission of Goodwill.

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