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**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 SOC\_internships@nau.edu. Please copy Norm.Medoff@nau.edu on this email.

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.**

*Professor and Director*

Internship Coordinator

School of Communication

College of Social & Behavioral Sciences

Phone: 928-523-8257

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**Organization offering internship:** My College Coach, LLC

**Contact information** (Name/Address/Phone Number):

Alan Beaudrie

1229 N. Cliffside Dr. Gilbert, AZ 85234 PH: 520-390-8959

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

**Type of Internship Offered**: Social Media/Marketing/Small Business Intern

This internship is remote/virtual. Intern does **not** need to live or travel to Phoenix area.

Ideal candidate would be a student who has an entrepreneurial interest and wants to learn about running a small business. Internship will have three main components 1) Social Media (35 %) -develop and implement social media plan to reach both student and parent population and create content for Facebook, Instagram, Twitter, Pinterest. 2) Marketing (35%) – help develop and carry out marketing campaign to reach college students and their parents. 3) Entrepreneurship (30%) – help plan and implement the short-term and long-term plans of all aspects of the business.

**Compensation (If the internship offers any kind of compensation, please list that here):**

Unpaid - Intern can receive free academic advising and career coaching if desired.

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

**Total number of weeks** (Please note that during the Fall and Spring semesters, a semester lasts 16 weeks, and for the Summer, the semester lasts 12 weeks):

12 for summer, 16 for fall or spring

**Special skills required**: Solid understanding of appropriate business communication in traditional and new media formats. Proficient in managing social media communications such as Facebook, Twitter, etc… Understanding of marketing concepts.

Preferred: Experience in marketing, market research, growing social media presence.

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

This is a one-of-a-kind internship experience! Your efforts can directly help the success of your classmates at NAU as well as all around the country. We provide expert, intensive academic advising and coaching to college students in need of assistance, such as those who may be struggling academically or need guidance about their major and career. College is the most important time of their life, and they can’t afford to blow it!

We can’t help these students if they and their parents don’t know we exist. This is where you come in. We need a student who not only meets our technical requirements, but also wants to intern for an organization that makes a difference.