**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 Kimberly.Mitchell@nau.edu on this email.

**Organization offering internship**:

R&R Partners

**Contact information (name/address/):**

Karen Rulapaugh

Karen.rulapaugh@rrpartners.com

R&R Partners

101 N 1st Ave, Suite 2900

Phoenix, AZ 85003

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

Summer with potential to hire full time/Ongoing

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

Media Department Intern

Responsibilities include:

* Assist the department in reviewing media opportunities, writing POV’s.
* Help with various market needs, including inputting station avails, post-buy entry, compilation of research, gathering rates and audience research.
* Meet with media Sales Reps to learn more about various opportunities
* Learn how to use various industry standard software tools including Strata, Doubleclick, IMS, Qualitap, SQAD and Kantar.
* Attend weekly team meetings to discuss ongoing projects and responsibilities
* Interact with agency departments and various client teams
* Work closely with the Media Team on projects for the agency’s clients
* Take ownership of multiple individual projects

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

Paid, $8.25 per hour

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

24-29 hours per week

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

12 weeks (with potential to hire full time)

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

Proficient in Microsoft Office, ability to learn industry specific software needed

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

Students should submit a resume and cover letter detailing area of study and relevant experience.

*Adweek* ranks R&R Partners among the country's top 50 agencies, with 320 employees, $275 million in annual billings, and offices in Phoenix, Las Vegas, Reno, Salt Lake City, Denver, Los Angeles, Austin and Washington, D.C. R&R counts a wide range of industries on our client list, from financial services, tourism, and public transit, to utilities, entertainment, real estate and telecommunications. We are an integrated marketing communications firm, which builds innovative brand relationships "Across all Audiences™" Combining such services as research, advertising, media, public relations, digital and government affairs, the firm is known for delivering results in ways clients hadn't previously imagined.

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. Kimberly Mitchell

Professor and Director Assistant Professor

Internship Coordinator Internship Coordinator

School of Communication School of Communication

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Phone: 928-523-8257 Phone: 928-523-2217