STUDENT COMMUNICATIONS SUMMER INTERNSHIP

Position Description:
The Res Life communications intern is an undergraduate or graduate student employed by the Department of Residential Life Office of Communications. Communications interns will work with the Associate Director and Assistant Director of Communications for Residential Life to help with implementing the communications and strategic marketing plan for Residential Life. Marketing could include, but is not limited to: creation of social media content, taking photos and videos around the residence halls, writing blogs, website updates, and assisting with promotional events. The communications intern will also be trained with Res Life tour guides in best practices for customer service, leading guests on campus, and to give tours of the residence halls for special events as needed.

Required Qualifications:
- Be in good academic, financial, and judicial standing with the university
- Enrolled full-time** at LSU with a minimum GPA of 2.0
- Currently or have previously lived in on-campus housing preferred

Desired Qualifications
- Currently or have previously lived in on-campus housing preferred
- Proven developed communication skills in writing and speaking; and evidence of leadership ability
- The candidate should possess an entrepreneurial spirit, superior attention to detail, skills in working with a diverse group of people, ability to work collaboratively, and the ability to present a professional public image and make public presentations
- Knowledge of computer software, specifically design and editing programs, such as Adobe Creative Suite, in addition to web content design and navigation are a plus

Specific Responsibilities, Duties and Expectations:
- Assist communications staff with developing and implementing its communications and marketing plan
- Collaborate with communications staff on media efforts such as weekly blog posts, monthly newsletters, and social media content development, as well as website maintenance and content development
- Write feature articles highlighting students living on campus or Residential Life staff
- Support the communications staff in video staging, producing, editing and directing
- Assist with organizing photo shoots for Res Life marketing materials
- Be available to assist with university and departmental special events outside of normal office hours, such as recruitment events or summer orientation, including taking photographs, video, or social media coverage
- Assist with engaging incoming students and their families through online communities, such as Snapchat, community Facebook groups, Instagram, and Twitter.
- Assist with creation of Facebook Live series and live chat sessions for prospective students.
- Engage prospective students through Live Chat platform
- Lead individual and group tours of the residence halls for special request groups, as needed
- Be professional and customer-service oriented, with an ability to problem-solve and make quick decisions.
- Attend and participate in communications staff meetings, training sessions, and tours.
- Perform various administrative tasks as directed by supervisors.

Compensation:
- The position is hourly starting at $8.00.
- Fall and spring semesters up to 20 hours per week; summer up to 40 hours per week if not enrolled in summer school**, or up to 20 hours if enrolled in summer school

To apply: Please email your resume and cover letter to reslifecomm@lsu.edu

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