

College of Communication and Information - Kent State University
 Job Description

Division / Department: School of Communication Studies
Location: Office of the Director, 135 Taylor Hall
Job Title: Research and Special Events Intern
Reports to: Margaret Garmon / Rozell Duncan / Kelly Schobinger

Level / Grade	Type of Position <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Intern <input type="checkbox"/> Practicum	Hours 10 / week (or on a schedule to meet hours needed within a semester) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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Basic Function
To assist and provide special events and projects assistance in public relations and marketing support for the School of Communication Studies

General Description
<ul style="list-style-type: none"> • Research and assemble archival information for the School of Communication Studies' upcoming 80th anniversary. This includes working with assigned school supervisor, Archives and Special Collections in the Kent State University Library school documents (programs, newsclips, etc.) and other items to include in a narrative and other promotional material. • Assist in gathering these information items and documents - especially the school's oldest documents - to be scanned for the website and a display. • Complete and update school bulletin boards in preparation for Fall Semester and Homecoming. • Assist with planning and preparing for key events for the school so arrangements are in place before the start of Fall Semester. These event may include (but are not limited to) Communication Expo, Cleveland Career Day, liaison with Kent Communication Association, and Homecoming. • Assist with planning and marketing of promotional events • Design and produce marketing materials (e.g., brochures, flyers, website, bulletin board displays, newsletters, mailings, logos, and banners)

Experience and Job Requirements
<ul style="list-style-type: none"> • Be at least a Junior (60 credit hours or more) in good standing with the University and have completed at least 21 credit hours in the Communication Studies major. • Enroll in one to three hours of Individual Studies or three hours of Internship which requires the student to work a total of 130 contact hours • Prepare a paper, log, and journal to be submitted to Internship instructor for a grade. Instructions and details for these requirements to be obtained from Internship instructor.

Reviewed by	Title
Approved by	Title
Date Posted	
Date Hired	