

College of Liberal Arts and Human Sciences Technical Communications Internship Blacksburg, VA

The Technical Communications Internship involves assisting with the marketing and communications team in the Virginia Tech College of Liberal Arts and Human Sciences. The team seeks to develop integrated communications through print and digital-based projects that consistently and accurately project the college's unique strengths to diverse audiences, including alumni, donors, faculty and staff, students, and prospective students. The work of this team is essential to meeting the goals of the college for recruitment, retention, and advancement.

Term: Summer and Fall Semester 2018

Time Commitment: Approximately 10 hours a week for 14 weeks. If agreeable to both student and supervisor, internship can continue in future semesters.

Compensation: Credits

Supervisor: Adnan Saeed, Applications Analyst, College of Liberal Arts and Human Sciences

Responsibilities:

- Working on computer applications, websites, and digital presentations
- Participate in organizational communication strategies
- Participate in information design and project management
- Assist with the development of communication materials
- Update college websites and make any necessary revisions
- Publish approved web pages in AEM workflow
- Maintain detailed project list and update statuses for departments and schools
- Manage Google Brand accounts
- Administrator Google Team Drives, Calendars, Google Sites etc.
- Other duties as assigned

Qualifications:

- AEM and WordPress content management experience
- Knowledge of HTML, CSS, Bootstrap and Java Script
- Impeccable grammatical, spelling, and proofreading abilities
- Knowledge of G Suite (Team Drives, Calendar, Google Docs, etc.)

Preferred Qualifications:

- Adobe Creative Cloud experience
- Experience with JIRA ticketing system knowledge

Professional Skill-building Opportunities

- Increased knowledge regarding content strategies and workplace professionalism
- Relationship-building for future opportunities