



JOB DESCRIPTION

JOB TITLE: Journalism Intern

REPORTS TO: Marketing Coordinator

CLASSIFICATION: Hourly

STATUS: Part-time, student intern, non-exempt

JOB OVERVIEW: The Journalism Intern will play a crucial role in creating written content for the Connors State College website and magazine. The intern will report on various campus events, accolades, happenings, and athletics, crafting engaging stories that highlight the achievements and experiences of students, faculty, and staff. The ideal candidate should possess strong writing skills, attention to detail, and the ability to work independently and meet deadlines.

DUTIES AND RESPONSIBILITIES:

- Write compelling articles for the college website and magazine, covering campus events, accolades, CSC happenings, and athletics
- Conduct interviews with students, faculty, and staff to gather information for stories
- Collaborate with the Communications & Marketing team to develop story ideas and maintain an editorial calendar
- Ensure that all written content adheres to the college's style guide and brand voice
- Assist with fact-checking and proofreading of articles before publication

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Customer service skills/orientation
- Computer application skills
- Attention to detail and organizational skills
- Ability to work with a diverse college population
- Demonstrated willingness and ability to act in an ethical and socially responsible manner

EDUCATION/EXPERIENCE REQUIRED:

- Minimum of a high school diploma

SPECIAL REQUIREMENTS:

- Must be a current CSC student
- Ability to work some nights and accommodate flexible scheduling in emergency situations is required
- Ability to bend, stoop, and lift a minimum of 25 pounds