

Center for Engagement and Community Development Seeks Digital / Social Media Intern 10 hours/week- paid

1. Description of job responsibilities

At the Center for Engagement and Community Development (CECD), you will write, organize, plan and complete work on social media sites, websites, newsletters, conferences, workshops, presentations and public issues forums. As the student intern you will also be working with the Rural Grocery Initiative (www.ruralgrocery.org) and the Institute for Civic Discourse and Democracy (www.kstate.edu/icdd). You will work with faculty, staff and students on campus plus community and business leaders. As the digital / social media intern, the primary focus is on:

- Web management/design using K-State's content management system
- Work with Constant Contact to create, manage and edit newsletters
- Participate in designing and developing promotional materials such as fliers and posters
- Grow social media presence and plan strategy, develop content and analyze metrics for three Twitter handles and four Facebook pages.

2. Qualifications

Required:

- Time management to meet deadlines
- Project planning and management
- Creativity-come up with project and story ideas and develop them with staff
- Ability to work independently, identify problems and find solutions
- Knowledge of skills and marketing and promotion in social media
- Ability to work with others

Preferred:

- Knowledge of InDesign and Photoshop

This position starts in the 2018 K-State fall semester.

Submit resume, names of three professional references, and a letter of application to: Chandra Ruthstrom at chandra@ksu.edu by **Friday, September 14th**.

For more information, please visit <http://www.k-state.edu/cecd> or call 785-532-7260. Kansas State University is an Affirmative Action equal opportunity employer of individuals with disabilities and Veterans and actively seeks diversity among its employees.

CECD Mission Statement:

The mission of the Center for Engagement and Community Development is to promote engagement across the breadth of our campus- in teaching, research, and outreach - and to connect the vast resources of K-State to the significant issues of public need facing Kansas and communities worldwide.