POSITION: Social Media and Events Coordinator, University of Arizona Undergraduate English Program

SUMMARY: The intern will create and maintain social media accounts for the English Undergraduate Program and assist the Undergraduate office in organizing and publicizing program events. Students will gain skills in developing content for variety of social media platforms, event planning and organization, and developing student resources with faculty.

DURATION: Fall semester 2019, with the possibility of renewal for Spring 2020.

HOURS: hours are somewhat flexible week to week, but approximately 9 hours/week

SALARY/CREDIT: This is an unpaid internship, to be taken for 3 credit hours/semester (ENGL393/493)

REPORTS TO: The Assistant Director of Undergraduate Studies, Steph Brown

REQUIREMENTS: Must be an English/Creative Writing major in their sophomore year or higher.

HOW TO APPLY: Email Dr. Steph Brown (stephbrown@email.arizona.edu) a brief letter of interest (no more than one page single-spaced) highlighting any experience and relevant skills, including familiarity with graphic design and any relevant social media platforms.

DEADLINE: Review of applications will begin September 10 and continue until the position has been filled.