

Marshall University Communications

Web Content Intern

Fall 2019

15 hours per week, paid internship

Description:

The Web Content Intern will be an integral member of the University Communications team. The primary responsibility of the intern will be to assist in the management of the Marshall University network of websites.

To be considered, applicants must be currently attending Marshall University with a cumulative GPA of 3.0 or above and must successfully pass a background check. The ideal candidates would be students who are eager to learn, resourceful, self-motivated, well organized and enthusiastic. Candidates should be able to work independently and as part of a team.

This internship requires an average of 15 hours per week.

Responsibilities:

- Assist in development, organization, and layout of content on University websites
- Updating pages in WordPress based on direction from University Communication staff
- Attend periodic meetings with University Communications staff.
- Other duties as assigned.

Required skills:

- Understanding of HTML and CSS
- Experience working with WordPress or a similar CMS
- Excellent written and verbal communication skills
- Ability to work independently
- Must be dependable and punctual

How To Apply:

To be considered for this position, please send an email containing your cover letter and resume to socialmedia@marshall.edu with “web content intern” as the subject. Deadline for submissions is Friday, Aug. 30, 2019.